



# General Admissions for School Session starting August 2020

Guidance on admissions to an Early Learning  
and Childcare establishment



## Early Learning and Childcare

Renfrewshire Council is committed to ensuring that children and families have access to high quality, flexible and affordable early learning and childcare which will give children the very best start in life.

All children aged three and four, and some two-year olds, are entitled to funded early learning and childcare. From August 2020 the level of entitlement will be 1140 hours for all eligible children. Two-year old children are eligible for a funded early learning and childcare place if they are looked after, under a kinship care order or with a parent appointed guardian at any time since their second birthday; or if they come from households in receipt of qualifying benefits as identified in the admissions policy.

There is no entitlement to funded provision for children below 2 years of age. However, there is some provision available for children aged 0-2 years. These placements are limited and are also allocated in-line with Renfrewshire Council admission policy.

### Q: What type of placements are available?

There are a range of early learning and childcare establishments across Renfrewshire that will accommodate children from babies to five years of age. Not all services provide for children under 3 years of age. Placements can be provided in either a local authority early learning and childcare class or centre or with an approved provider in the private or voluntary sector including identified childminders.

There are a range of placements available across each geographical area for parents to choose from. Whilst it might not always be possible to meet your preferred placement the service will do their best to try and accommodate your choice. The type of placement across a geographical area includes:

- **Term time placement**  
School Day Model e.g. 9am–3pm  
(6 hours per day during term time)
- **All year-round placement**  
e.g. Morning/afternoon session between 8am–1pm/1pm–6pm for 48 weeks;  
2.5 days placement for 48 weeks;  
extended day placement up to 10 hours.

It may also be possible to create a blended childcare arrangement, whereby children can go to an early learning and childcare establishment for part of the week and a childminder for the remainder.

### Q: How do I apply for an early learning and childcare place?

Application forms are available from all Renfrewshire Early Learning and Childcare establishments and approved providers in the private, voluntary or childminding sector.

Parents should complete only one application form and submit it to their preferred establishment or childminder. Application forms and a list of local authority and approved funded providers can be found at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

When submitting your application, you will be required to provide your child's birth certificate and a copy of a utility bill to confirm identity, date of birth and home address.

Parents applying for places for eligible two-year olds will be required to provide evidence of eligibility. This can take the form of written confirmation from the Department of Work and Pensions, or providing the tax credit award letter from HM Revenue and Customs.

It is important that you make your application for an early learning and childcare place by the end of January for the forthcoming school year. Placements will be allocated around the school spring break. Any applications received after that date will be dealt with at the monthly area admissions panel.

Parents may also be able to buy extra hours in addition to the 1140 hours of funded early learning and childcare for an eligible child or to purchase a place for a child aged 0 to 3 who is not eligible. You can find more information about wraparound care at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

## Deciding priorities

Placements are allocated in line with Renfrewshire Council's Early Learning and Childcare Admissions Policy. If there are not enough places at your preferred establishment applicants will automatically be transferred to your second/third establishment choice. Places will be allocated in line with the priority order as outlined in the Admissions Policy.

An admission panel made up of heads of local authority and approved providers meet in each geographical area to discuss and prioritise applications. All applications should be completed fully to enable the admissions panel to give full consideration and allocate places in line with the Admissions Policy. You should inform the establishment if there is any change to your circumstances as this could affect the placement offered by the Admissions Panel.

The head of the establishment or childminder will confirm your child's placement in writing.



## Admissions policy outline

(placements are allocated in priority order)

### Priority 1

Children on the child protection register or identified through child protection procedures and where a child is deemed to be in need.

### Priority 2

Request for assistance from social work or health professionals for children with complex or multiple additional support needs, children born pre-term below 30 weeks; children and families requiring support from professional agencies.

### Priority 3

Includes all children who are eligible for early learning and childcare, including:

- two-year olds whose parents are in receipt of qualifying benefits
- Children born in January or February with an entitlement to an additional year or where a deferred year has been approved for children born from the day after the school start date in August and December.
- Children transferring from English reception class.
- Children in their pre-school year.
- Children in their ante pre-school year (3-year olds)

Within each category priority allocation is given to children whose parents or carers are in receipt of qualifying benefits or in employment, education or training.

### Priority 4

Applies to Renfrewshire children aged 0–2 years and children aged 2 to 3 years who are not eligible for an early learning and childcare placement.

### Priority 5

Children aged 0–5 years, residing out with the Renfrewshire area.

Full details of the policy and qualifying benefits can be found at

[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

## **Q: When is my child eligible for a funded early learning and childcare place?**

Two-year olds who meet the qualifying criteria for a place will be eligible from the term after their second birthday:

<b>If your child is born from:</b>	<b>They will be eligible for a 2-year-old place from:</b>
March to August	August
September to December	January
January and February	April

All children aged 3 and 4 are eligible for an early learning and childcare place, with three-year olds becoming eligible as follows:

<b>If your child is born on or between:</b>	<b>They will be eligible for a funded early learning &amp; childcare place from:</b>
March to August	Autumn term (August)
September	October
October	November
November	December
December	January
January	February
February	March

## **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 early learning and childcare establishment or approved childminder.

If the matter is not resolved, you can also contact Children's Services at the address below:

**Children's Services  
Council Headquarters  
Renfrewshire House  
Cotton Street  
Paisley PA1 1TZ**

Phone: **0300 300 0170**

Email: [cssupport@renfrewshire.gov.uk](mailto:cssupport@renfrewshire.gov.uk)

A full list of our establishments is available at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)



