

Early Years Admissions Information

A guide for parents and carers August 2019



Admissions

All children aged 3 and 4 years old and eligible 2 year olds can access 600 hours of early learning and childcare per year.

East Dunbartonshire Council is working towards the expansion of entitlement to 1140 hours per year in 2020 in line with the Scottish Government 'A Blueprint for 2020: The expansion of Early Years and Childcare in Scotland'.

Four East Dunbartonshire Council Early Learning & Childcare (ELC) Centres are already providing 1140 hours. These are: Auchinairn ELC, Hillhead ELC, Lennoxtown ELC and Twechar ELC. Other centres will move to the new delivery model for 1140 hours by 2020/1. Where there is capacity, children from families in the following categories will be eligible for 1140 hours funding:

- Children on the child protection register or looked after children
- Children who live in an area where the Scottish Index of Multiple Deprivation rank is 1 and 2 (www2.gov.scot/Topics/Statistics/SIMD)
- Children from households in receipt of specific benefits as detailed below:
 - o Income Support (IS)
 - o Job Seekers' Allowance (income based)
 - o Any income related element of Employment and Support Allowance
 - o Incapacity or Severe Disablement Allowance
 - o State Pension Credit
 - o Child Tax Credit (CTC) - but not Working Tax Credit (WTC) - and income is less than £16,105
 - o Both maximum CTC and maximum WTC and income is under £7,320
 - o Support under part VI of the Immigration and Asylum Act 1999
 - o Universal Credit (this can be claimed if income is less than £610 per month).

All other providers will start offering the increased 1140 hours entitlement for children in session 2020/21.

Eligibility

Children from families in the following categories will be eligible for funding:

- Deferred entry to school - children whose birthday falls in January or February.
- All children aged 3 or 4 years old.
- Two year olds who are - or have been since they turned 2 - cared for by the local authority or looked after and accommodated (LAAC).
- Two year olds who are - or have been since they turned

2 - cared for under a kinship care order.

- Two year olds from families assessed as requiring support.
- Children from households in receipt of the benefits listed earlier in this document.
- Three year old children become eligible for funded Early Learning and Childcare the day after their third birthday. For children whose birthday falls within a holiday period, funding will commence the first working day of the next funding term. All applications for non EDC residents must be received by 28th February, no late applications will be considered. Funding for non EDC residents will begin the term after their 3rd birthday as stipulated in the cross boundary agreement.

How to apply

You should only complete one application form per child. The 'registration form' for children aged 2 & 3 and funded partner children aged 3 & 4 years old, the 'continuation form' for children aged 4 attending a local authority ELC or the 'deferred entry form'. The form should be completed online via the Council's website www.eastdunbarton.gov.uk/residents/schools-and-learning/early-learning-and-childcare.

Paper applications for under 2s are available from ELC Centres. Once completed, please return these to the centre.

Applications for deferred entry must be completed online by the end of January.

Applications should be completed in January every year for children who will be 3 & 4 years old in the next academic session. The closing date is end of February. If your child turns 3 years old between July and December 2020, applications should be made in January 2020. If your child turns 3 years old between January and June 2021, applications should be made in January 2020. Applications for 2 year olds and under 2s can be completed at any time.

Where your application is referred or supported by Social Work, Psychological Services, Education, or a Health Service, you must still complete an application form as described above.

Allocation of places

Where possible, the Council will endeavour to meet a parent's/carer's first choice of ELC, however, where demand exceeds availability, the application will automatically be transferred to your second choice of centre.

Placements are allocated under the following localities:

- Bearsden/Milngavie/Torrance
- Bishopbriggs/Lenzie/Kirkintilloch
- Milton of Campsie/Lennoxton/Twechar.

Allocation of places will be assessed using the Council's admissions policy and banding procedures. Applications for children aged 3-5 will be processed and parents will be informed as follows:

- August - December intake will be informed in June
- January - February intake will be informed in August
- March - June intake will be informed in September .
Places are subject to availability.

This will be reviewed for 2020 when all families will be informed of all allocations in June.

There may be occasions when a referral is made for an emergency place at a local authority ELC Centre. This will be at the discretion of the Education Officer (Early Years and Primary).

Contracts must be signed and returned prior to a child starting in the ELC centre. One change request (to alter attendance patterns) will be permitted per term unless in exceptional circumstances.

East Dunbartonshire Council Charging Information - August 2019

Contract

For Local Authority ELC's, you will be required to sign a contract when you are offered a place. Contracted hours will start one week after funded hours begin to facilitate a settling in period. This will detail fees for extended places that are more than eligible funded hours. Invoices will be issued one month in advance.

Early learning and childcare extended hours

Parents can purchase additional hours over and above their funded entitlement at an extended day/year centre in the local authority. There are extended day centres in each locality within East Dunbartonshire. Some of these operate all year and others are open term time only.

When children share a place between a local authority centre and a funded provider, funding is allocated in the first instance to the local authority.

Charges for extended day and year provision

A full year's provision is made up of 48 weeks - that is 52 weeks minus days when service is closed for public holidays and in-service days.

Fees (from August 2019)

- The hourly rate for 2-5 year olds is £4.50
- The hourly rate for children aged birth to 2 years is £4.93
- Where you have two children attending a discount of 15% is applied to the fees for the older child.

- Where you have three or more children attending a discount of 15% is applied to the fees for the two older children.
- A 10% discount is applied for any child attending a full time place (five days at 8am-5pm or 8am-6pm)
- Charges will apply for all hours allocated to children under 3 (unless exempt) and to children who are deferring entry as a result of parental choice (ie. not entitled to a continued funded place and not supported by Early Years Community Assessment Team).

Additional fees

- A maximum of eight hours' funding can be used per day and must be taken in four hour blocks*. This means that depending on the child's hours there may be an additional charge.
- If the child attends between 12noon - 1pm and 5-6pm this would be charged at the hourly rate.
 - o For example: If a child attends nursery from 8am - 6pm, eight hours of funding would be 8am - 12noon and 1-5pm and there would be an additional charge for two hours from 12noon - 1pm and 5-6pm.

* 1140 centres maximum hours differ, please consult with your centre.

Lunches

Hot nutritious lunches are provided within all local authority extended day and extended year centres. The cost of the two course lunch as at August 2019 is £2.43. This fee is reviewed annually.

Families who are in receipt of Income Support or Job Seekers' Allowance or other government benefit are eligible for a free lunch. Ask at your Early Years Centre for an application form to complete - please note that evidence of eligibility will be required.

How to pay

- Direct debit - you can get a direct debit mandate at your Early Years Centre or from the Council. This completed mandate must be received at least two weeks before the first direct debit uplift date. Direct debits must be set up at four weekly intervals (not monthly or fortnightly).
- Childcare vouchers - Parent/carers should contact their childcare voucher provider to register for voucher payments. Please note that childcare vouchers are unable to be used toward lunch costs.

Tax Free childcare

Working parents with children under 12 (or under 17 for children with additional support needs) can open an online account to pay for registered childcare.
www.gov.uk/help-with-childcare-costs/tax-free-childcare

For further information, please call the Council on 0300 123 4510 (ext 8707) or check our website:
www.eastdunbarton.gov.uk/residents/schools-and-learning/early-learning-and-childcare