

Early Years Admissions Policy

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1. Rationale

1.1 Quality early learning and childcare

East Dunbartonshire Council (the Council) is committed to the provision of high quality early years for all children. The aim is to provide places that meet the needs and requirements of both children and families, offering flexible, affordable and accessible provision where possible. This document provides guidance on the admission of 0-5 year old children into local authority early years centres. The policy also covers the application process for all three and four year old children and entitled two year olds accessing places with a funded provider in partnership with the Council.

The Early Years Admissions Policy sits within the context of the Education Service Early Years Strategic Plan and the Early Years Charging Policy.

The Children and Young People (Scotland) Act 2014 determines the eligibility of children, who are entitled to early learning and childcare and the policy has been updated to reflect the increase to 1140 funded hours.

2. 1140 Hours Delivery models

2.1 Overview

The pattern of attendance available in local authority early years centres is detailed below:

Option 1 - Funded hours only with no fees – extended year (48 weeks)

Times	Blocks	Funded hours only with no fees
8:00am - 12:45pm	1	A combination of both am/pm /and/or full days can be taken. With a maximum of five blocks in any one week
1:15pm - 6:00pm	1	
8:00am - 5:30pm	2	

Option 2 - Funded hours with additional wrap around – extended year (48 weeks)

Times	Funded hours with additional wrap around
8:00am - 12:45pm	A combination of hours can be chosen from blocks detailed. Any hours over 23 hours 45 minutes per week will be charged at the hourly rate specified in the guidance notes and charging policy
1:15pm - 6:00pm	
8:00am - 5:00pm	
8:00am - 5:30pm	
8:00am - 6:00pm	

**Option 1 and Option 2 funded hours are delivered over the full year (48 weeks).
 Funded hours are allocated from 1st August to 31st July.**

***Option 3 Funded hours only with no fees - term time (38 weeks). Funded hours start from the beginning of the new school term.**

Times	Funded hours only - no fees
9:00am - 3:00pm	Pattern follows school term and hours

***Option 3 funded hours are delivered over 38 weeks - term time. This option applies only to Craighead Early Years Centre in Milton of Campsie and Meadowburn Gaelic Medium Early Years Centre in Bishopbriggs.**

2.2 Local Authority Provision

Allocation of places will be completed by locality, following the admissions criteria banding outlined in **Section 3**. Each locality provides a range of provision. The locality areas are set out in the table below.

Locality	Local Authority Early Years Centre	Provision
Bearsden/Milngavie/ Torrance	Baljaffray Early Years Centre	3-5 year old Extended year, 8am-6pm
	Bearsden Early Years Centre	2-5 year old Extended year, 8am-6pm
	Castlehill Early Years Centre	2-5 year old Extended year, 8am-6pm
	Clober Early Years Centre	2-5 year old Extended year, 8am-6pm
	Colquhoun Park Early Years Centre	2-5 year old Extended year, 8am-6pm
	Killermont Early Years Centre	3-5 year old Extended year, 8am-6pm
	Milngavie Early Years Centre	3-5 year old Extended year, 8am-6pm
	Oakburn Early Years Centre	2-5 year old Extended year, 8am-6pm
	Torrance Early Years Centre	3-5 year old Extended year, 8am-6pm
Bishopbriggs	Auchinairn Early Years Centre	2-5 year old Extended year, 8am-6pm
	Cleddens Early Years Centre	0-5 year old Extended year, 8am-6pm
	Meadowburn Early Years Centre	3-5 year old Extended year, 8am-6pm
	Meadowburn Gaelic Medium Early Years Centre *	3-5 year old 38 weeks (Term Time) 9am-3pm,
Kirkintilloch/Lenzie/ Milton of Campsie/	Craighead Early Years Centre	2-5 year old. 38 weeks (Term Time) 9am-3pm,

Lennoxton/Twechar	Gartconner Early Years Centre	2-5 year old Extended year, 8am-6pm
Kirkintilloch/Lenzie/ Milton of Campsie/ Lennoxton/Twechar	Hillhead Early Years Centre	0-5 year old Extended year, 8am-6pm
	Holy Family Early Years Centre	3-5 year old Extended year, 8am-6pm
	Lairdsland Early Years Centre	2- 5 year old. Extended year, 8am-6pm
	Lennoxton Early Years Centre	0- 5 year old. Extended year, 8am-6pm
	Lenzie Meadow Early Years Centre	2-5 year old Extended year, 8am-6pm
	Twechar Early Years Centre	2- 5 year old. Extended year, 8am-6pm

*** Meadowburn Gaelic Provision is open to all East Dunbartonshire Council residents**

2.3 Meals and snacks

All eligible children accessing 1140 hour provision will be entitled to a funded meal, provided during funded hours allocation. Details of the meals provided can be accessed from individual early years centres.

Healthy snacks. Milk and water will be provided throughout the day for all children.

2.4 Funded provider early years centres and childminders in partnership with the Council

Funded providers is a term introduced by the Scottish Government to mean any provider of the funded early learning and childcare hours; including local authority provision or providers in the private, independent or third 'not-for-profit' sectors, and childminders.

In order to become a funded provider within the Council, providers will be required to meet the [Scottish Government National Standard for Early Learning and Childcare providers](#).

Local authorities are the guarantors of quality provision.

Applicants can choose to use their entitlement with a funded provider and/or a childminder, who are in partnership with the Council, and have met the criteria outlined in the Scottish Government National Standard as detailed above. Providers are required to meet these standards and financial sustainability as outlined in the tendering process with the Council in order to become a funded provider.

Applicants should speak with their chosen provider to ensure they are in partnership. Providers who are **not** in partnership will not receive funding for the entitled hours.

Details of the funded providers who are in partnership with the Council are available on the Council's [website](#).

Applicants are required to complete the funding application via the Council's website

however, the funded provider will have responsibility for allocating the spaces in their own early years centre. Applicants should ensure their place is confirmed with their chosen provider prior to applying for funding.

2.5 Split/shared placement

Applicants can access their funding with more than one provider. An example of this is a local authority early years centre and a funded provider early years centre and/or a childminder. Another example is to split funding across two early years centres or childminders in different Council areas.

A minimum of two blocks is recommended with any provider to support continuity for children. Applicants are asked on the application form what provider they want funding allocated to.

3 How places are allocated

3.1 Eligibility criteria

The criteria for eligibility for funded places is as follows:

- All children aged four are eligible for a funded place.
- Three year old children become eligible for funded early learning and childcare the **day after** their third birthday.
- Two year olds who are (or have been since they turned two) cared for by the local authority (looked after and accommodated) are eligible as detailed in section 4.2.4
- Two year olds who are (or have been since they turned two) cared for under a kinship care order, are eligible as detailed in section 4.2.4.
- Two year olds with a parent-appointed guardian;
- Two year olds with a care experienced parent - (A parent who has been in residential care, foster care, kinship care, or has been looked-after at home with a supervision requirement at any stage in their life)
- Two year olds from families assessed as requiring support (see LAP section 8), are eligible as detailed in section 4.2.4
- Children aged two from households in receipt of certain benefits (detailed below), are eligible as detailed in section 4.2.4
 - a) Income Support
 - b) Job Seeker's Allowance (income based)
 - c) Any income related element of Employment and Support Allowance
 - d) Incapacity or Severe Disablement Allowance
 - e) State Pension Credit
 - f) Child Tax Credit (but not Working Tax Credit) where income is less than £16,105.
 - g) Both maximum Child Tax Credit and maximum Working Tax Credit and income is under £7,500*
 - h) Support under part VI of the Immigration and Asylum Act 1999
 - i) Universal Credit (this can be claimed if income is less than £625 per month)

*This figure can change

3.2 Admission criteria

A set of criteria for all eligible children is used to ensure places for funded hours are allocated fairly. The criteria are set out below.

Criteria 1	Child protection and Safeguarding of Children – resident in East Dunbartonshire Council
a)	Child Protection and/or safeguarding is in place for the child by the Social Work Department, Education Services Educational Psychology and/or Health Services. This includes to support young parent(s) wishing to remain in school.
b)	Requests for Assistance from Social Work, Health and/or Education, considered and agreed by a multi-agency locality panel (see section 8)

Criteria 2	Deferred Entry to Primary School and Returning Children – resident in East Dunbartonshire Council
a)	Deferred Entry Children: any child who turns five between the first day of school term in August and the last day in February whose parent has exercised their right to defer entry to primary school (see section 4.4) - prioritised if returning to the same local authority early years centre.
b)	Four Year Old Returning Children: any child returning to the same local authority early years centre for their four year old place.

Criteria 3	All other applicants resident within East Dunbartonshire Council
a)	<p>Ring-Fenced Three-Year-Old Places: A percentage of places will be ring fenced for the funded hour entitlement for new three-year-old children within each early years centre to ensure a mix of age groups across all early years centres. Priority is given to children who have attended the early years centre as a paying and/or supported two-year old place. This ensures continuity of care for the children. For all other applications, priority will be given to children who:</p> <ul style="list-style-type: none"> i) Reside within the locality ii) Have siblings that attend the same early years centre. <p>Any remaining ring-fenced spaces will be filled in order of children's date of birth. Where there is one place and more than one child shares the same date of birth, a ballot would take place. Once ring-fenced spaces are filled, the remaining three- year-old applications should be considered under criteria 3c.</p>
b)	Returning Deferred Entry Children (2a) or Four-Year- Old Children (2c): who wish to attend a different local authority early years centre within the locality.

c)	<p>Residing Within the Locality: New applications for children aged four or three years old that reside within the locality. Priority will be given to any of the children who have siblings that attend the same early years centre. Places will then be filled in order of children's date of birth. Where there is one place and more than one child shares the same date of birth, a ballot would take place. Where demand outweighs capacity for first choice early years centre we will aim to offer second choice early years centre; failing that, another early years centre in that locality will be offered (Section 2.2)</p>
d)	<p>Residing Out with the Locality: New applications for children aged four or three years old that reside out with the locality, but within East Dunbartonshire Council. Priority will be given to any of these children who have siblings that attend the same early years centre. Places will then be filled in order of children's date of birth. Where there is one place and more than one child shares the same date of birth, a ballot would take place. Where demand outweighs capacity for first choice early years centre we will aim to offer second choice early years centre; failing that, another early years centre in that locality will be offered (Section 2.2)</p>

Criteria 4	All other applicants resident out with East Dunbartonshire Council
	<p>Children residing out with East Dunbartonshire will be considered for a funded place after all East Dunbartonshire resident children have been accommodated.</p> <p>Due to the high demand for places from East Dunbartonshire residents for local authority early years centres, applicants living out with East Dunbartonshire Council are advised to also apply to their own local authority for a funded place.</p>

3.3 Non-funded hours

In local authority early years centres, for new applications for non-funded hours, allocations will be made where capacity allows and will be prioritised as per the admissions criteria set out in 3.2

4. Applying for a place

4.1 Babies aged six weeks to two years olds

4.1.2 Local Authority provision for babies aged six weeks to two years old

Three early years centres offer places for children under the age of two:

Cleddens Early Years Centre, Bishopbriggs
Lennoxton Early Years Centre, Lennoxton
Hillhead Early Years Centre, Kirkintilloch

4.1.3 How to apply for a place for a child under two years

Each of the early years centres detailed above provides paying and *supported* places (see section 8). Those seeking paying places or a supported place should apply **directly** to their chosen early years centre. Any child, assessed as requiring

support, must have a Request for Assistance from Social Work, Health or Education to support the application. Allocations are managed for children under two years old within the early years centre.

Supported places will be allocated with the expectation that parents will engage in some work related activity, such as job seeking, employability programmes, training, studying, centre events and family support programmes such as parenting programmes. Supported places will be reviewed by a multi-agency locality panel to monitor the impact of the place and the parent/carer's engagement with services.

Applicants should be aware that a place for a child under two years does not automatically mean they will transition to a two year old place within that early years centre, as this is dependent on capacity within centre. However where possible the transition will be facilitated to provide continuity for the child.

4.1.4 Admissions process and criteria for children under two years old, resident within East Dunbartonshire Council

The criteria below are used to make sure allocation of places for children under two years are carried out fairly.

Criteria 1	Supported Places - Child protection and Safeguarding of Children aged under two years – resident within the locality and in East Dunbartonshire Council
a)	Child Protection and/or safeguarding is in place for the child by the Social Work Department, Education Services Educational Psychology and/or Health Services. This includes to support young parent(s) wishing to remain in school.
b)	Requests for Assistance from Social Work, Health and/or Education, considered and agreed by a multi-agency locality panel (<i>see section 8</i>)

Criteria 2	Paying Places for Children aged under two years – resident in East Dunbartonshire Council
a)	Resident within Locality. Where possible, priority will be given to children who have a sibling that attends the same early years centre.
b)	Resident outside locality but within East Dunbartonshire.

4.2 Two to three year old places

4.2.1 The local authority early years centres detailed below offer provision for children aged two to three. Funded providers may have capacity for two year old children that meet the criteria; applicants must secure places with funded providers prior to applying for funding (see section 4.2.2)

Local Authority Early Years Centre	Area	Locality
Bearsden Early Years Centre*	Bearsden	Bearsden/Milngavie /Torrance
Castlehill Early Years Centre	Bearsden	Bearsden/Milngavie /Torrance
Colquhoun Park Early Years	Bearsden	Bearsden/Milngavie /Torrance
Clober Early Years Centre	Milngavie	Bearsden/Milngavie /Torrance
Oakburn Early Years Centre*	Milngavie	Bearsden/Milngavie /Torrance

Auchinairn Early Years Centre	Bishopbriggs	Bishopbriggs
Cleddens Early Years Centre	Bishopbriggs	Bishopbriggs
Lairdsland Early Years Centre*	Kirkintilloch	Kirkintilloch/Lenzie and the Villages
Gartconner Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie and the Villages
Hillhead Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie and the Villages
Lennoxtown Early Years Centre	Lennoxtown	Kirkintilloch/Lenzie and the Villages
Lenzie Meadow Early Years	Lenzie	Kirkintilloch/Lenzie and the Villages
Craighead Early Years Centre	Milton of Campsie	Kirkintilloch/Lenzie and the Villages
Twechar Early Years Centre	Twechar	Kirkintilloch/Lenzie and the Villages

***New early years centres**

4.2.2 How to apply for a place for a child aged two years

Applicants should complete the appropriate online application form, [available from the Council's website](#). A birth certificate, council tax bill and utility bill must be uploaded at the time of completing the application and, where applicable, proof of entitlement.

Any applicants that require formal support through Request for Assistance by Social Work, Health or Education, are still required to complete an application form as described above. If the first and second choice early years centre cannot be allocated, the nearest early years centre to the home address within the locality will be offered. Two year old entitled places can be accessed from the **term after** the child's second birthday. Children who are not eligible and have applied for a paying place can access early learning and childcare from their child's second birthday, subject to availability.

Supported places that have been reviewed and agreed by the multi-agency locality panel as requiring support can be allocated from the day after the child's second birthday, subject to availability. There will be an expectation that parents will engage in some work related activity such as job seeking, employability programmes, training, studying, early years centre events and family support programmes such as parenting programmes. Supported places will be reviewed by the locality panel to monitor the impact of the place and the parent/carer's engagement with services.

Applicants should be aware that they are required to complete an application for their entitled funded three year old place.

4.2.3 Eligible two year olds start date

Eligible two year olds will be entitled to begin their place on the term following their second birthday, as set out in the table below:

If a child is born from:	They will be eligible to
1 March to 31 August	August
1 September to 31 December	January
1 January to 28 February	April

4.2.4 Admissions process and criteria for children aged two to three years old.

The criteria below are used to make sure allocation of places for children aged two years are carried out fairly.

Criteria 1	Supported Places - Child protection and Safeguarding of Children aged two years – resident within the locality and in East Dunbartonshire Council
a)	Child Protection and/or safeguarding is in place for the child by the Social Work Department, Education Services Educational Psychology and/or Health Services. This includes to support young parent(s) wishing to remain in school.
b)	Requests for Assistance from Social Work, Health and/or Education, considered and agreed by a multi-agency locality panel (<i>see section 8</i>).

Criteria 2	Criteria for children two to three years old, resident within East Dunbartonshire Council
a)	Meet the eligibility criteria for funded early learning and childcare place for two year olds (outlined in section 3).

Criteria 3	Paying Places for Children aged two to three years old – resident in East Dunbartonshire Council
a)	Resident within Locality: children residing within the locality who are not eligible but parents wish to pay for the place. Where possible, priority will be given to: <ul style="list-style-type: none"> i) children who have a sibling that attends the same early years centre ii) children who have attended the early years centre in a paying and/or supported place.
b)	Resident outside locality within East Dunbartonshire Council: children residing out with the locality who are not eligible but parents wish to pay for the place. Priority will be given to children who have a sibling that attends

4.3 Three and four year old places

Children will be eligible for funding from the **day after** their third birthday. For children whose birthday falls on a holiday, funding will commence the first day after the holiday. Funding is allocated in line with the delivery model as set out in section 2.

4.3.1 How to apply for a place for a three or four year old child

Applicants should complete the appropriate application form as detailed below (see 4.5).

Application forms should be completed online via the [Council's website](#).

A birth certificate, council tax bill and utility bill should be uploaded at the time of completing the application. Applications will be open from January until the last day of February each year.

If a three year old child is returning to the same local authority or funded provider early years centre for their four year old place, as per [Admissions Criteria 2b](#), the returning place will be allocated without the need for re-application for the four year place. Early years centres will contact parents of three year old children in January to confirm if their child will be returning to their centre. If parents wish their child to

return to the same **local authority** early years centre, but wish to amend their child's attendance pattern, they must complete the online **alteration** form on the Council's website. This alteration form is not required if the child is returning to their funded provider early years centre. If a parent wishes to change the early years centre that their returning four year old attends, they will be required to complete a new 3 and 4 year old application on the Council's website, and this will be considered under Admissions Criteria 3b.

- Any parent having difficulty accessing the online application should contact Early Years Shared Services or their nearest local authority early years centre.
- Any applicants that require formal support through Request for Assistance by Social Work, Health or Education, are still required to complete an application form as described above.
- Information about applying for places and the date for the receipt of completed application forms are fully advertised in the community through posters, the Council website and social media.
- The Council endeavours to allocate first choice placement, however, a second choice of early years centre is requested should a place not be available at the first choice early years centre.
- If the first and second choice early years centre cannot be allocated, another local authority early years centre within the locality will be offered.
- All applications received after the closing date will be subject to available places and funding.

4.4 Deferred entry to school

All children whose fifth birthday falls between the day school commences in August and the last day of February in the following year **has the right to defer entry**, however most parents/carers choose to send their child to school when they are eligible to start. Children who have their fifth birthday between 1st March and the first day of term in August must start school and exceptions can only be made in extraordinary circumstances and where it would be considered in the best interests of the child to defer. Please see Deferred Entry to Primary School Guidance

An additional **funded** year of early learning and childcare is automatic for children who turn five during **January and February**. In order for children who turn five between the first day of term in August and the 31st December to receive an additional year of funded early learning and childcare, parents/carers must submit an application for consideration by the Council. The procedures for this is included within the Deferred Entry to Primary School Guidance.

Parents/carers should **register their child for school**, even if they are intending to [apply for a deferred entry year](#). This is to ensure that their child's place at school is secure, as this will be required if their application for funding of an additional year of early learning and childcare is not successful and the parent/carer then chooses to send their child to school. The deadline for applications for a deferred entry year is **31st January**.

<https://www.eastdunbarton.gov.uk/residents/schools-early-years-and->

[learning/early- years/deferred-entry-school](#)

Applicants may request to defer their child's entry to primary school by completing a Deferred Entry Year Application Form.

4.5 Application process and deadlines

The table below outlines the application process and deadlines for submissions.

Applying for a three or four year old place, or deferred entry to school place		Application form required	Deadline for submission
Deferred Entry – <i>right to defer</i>	Children born January or February	Complete an online Deferred Entry Form Please ensure you also register for a school place	Last day in January
Deferred Entry <i>See guidance notes</i>	Children born August to December	Complete an online Deferred Entry Form Please ensure you also register for a school place – <i>Additional supporting information required – See Deferred entry to School Guidance</i>	Last day in January
Four year old returning to Local Authority Early Years Centre	Children aged three returning to the same local authority early years centre for their four year old place with no changes Any changes to pattern or hours within the same centre	Centre will confirm return and pattern with parent No application required to be completed Complete online alteration form	Last day in February
Four year old returning to a Funded Provider Early Years Centre or Childminder	Children aged three returning to the same funded provider early years centre or childminder for their four year old place with no changes to funding	Centre will confirm return and pattern with parent No application required to be completed	Last day in February
Four year old returning and wishing to change Provider/Early Years Centre	Children aged four who are returning for a 4 year old place in a different centre or adding an additional centre creating a split placement	Complete new online 3 and 4 year old application form and tick returning 4 year old with change of centre section	Last day in February

New four year old	Children aged 4 who are new applications This includes any requests to move from one Early Years Centre to another	Complete a new online 3-4 year old application form	Last day in February
Three year old	Children who will be turning three Please note children who received a 3 year old place in March–July the previous session must reapply	Complete a new online 3-4 year old application form	Last day in February
Two year old	Children who will be turning two and are eligible Please note must meet eligibility criteria – see section 4.2	Complete an online 2 year old registration form	At any time
3 months – two year old	Supported and paying places subject to availability <i>See section 4.1</i>	Apply direct to the chosen early years centre	At any time

5. Funded provider early years centres and childminders in partnership with the Council

5.1 Admissions

Funded provider early years centres and childminders have their own admission policy and delivery models. Applicants are required to complete the funding application form via the Council's online application process; however the funded provider will have responsibility for the allocation of places. Applicants must ensure a place is confirmed with their chosen funded provider prior to applying for funding.

6. Cross boundary funding

6.1 Applications for children who are resident out with East Dunbartonshire

The Council works with neighbouring authorities and has a Cross Boundary Protocol in place.

- Applications for children aged three to five years old who are residents in other Council areas may apply for a place with any provider in East Dunbartonshire. Funding will **commence the first Monday of the month following** the child's 3rd Birthday. For eligible 2 year old cross boundary placements the funding **will commence the term following** the child's second birthday.
- Applications will only be considered after all eligible East Dunbartonshire applications have been allocated. Therefore it is advised that applicants also submit an application to their resident Authority in the case that the cross boundary application

cannot be met.

- Applicants must apply for funding adhering to the process and timescales outlined in section 4.5.
- As per the Cross Boundary Protocol, any late applications received after the last day in February are not guaranteed funding.

6.2 Admissions for children who live in East Dunbartonshire applying to other Councils

East Dunbartonshire residents may wish to apply for a place in an early years centre in another council. Applicants should contact the relevant local authority directly for advice on their admissions process. Applicants are advised to also submit an application to East Dunbartonshire (see section 4.5) in the case that their Cross Boundary application cannot be met.

7. Allocation of places

7.1 Placement offers

The early years calendar runs from 1st August (or agreed start date) to 31st July.

Age group	Placement notification
Eligible two year olds	Ongoing <i>Term following second birthday</i>
Supported place, children three months to two years old	Ongoing <i>When place becomes available</i>
Paying place, children three months to two years old	Ongoing <i>When place becomes available</i>
Three and four year olds	Notified by the end of April <i>If applicants have requested wrap-around care (additional paid hours) they must sign and return the contract prior to the child starting. Failure to do so can result in a delay to the child's start date.</i>

7.2 Changes to allocation

Applicants wishing to request a change of attendance in a Local Authority Centre must complete an online alteration form. This includes any changes to pattern for a returning 4 year old place. For changes through the term a period of four weeks' notice is required for any change. The early years centre will inform parents if the change can be accommodated. One change per term will be permitted. (This does not include a change of pattern for a returning 4 year old place) Any further changes within a term must be discussed with the early years centre management team and will be considered on an individual basis.

7.3 Charging

Information on charging is detailed within the Council's Early Years Charging

Policy

- The hourly rate for early years provision is subject to review annually.
- Invoices are issued monthly and in advance.
- Two children attending an early years centre will receive a discount of 15%, applied to the fees for the older child.
- Three or more children attending an early years centre will receive a discount of 15% applied to the fees for the two older children.
- A 10% discount is applied for any child attending a full time place (50 hours per week).
- Charges will apply for all hours allocated to children under three (unless eligible)
- Charges will apply for children who are deferring entry as a result of parental choice (August – December birth dates; and have not been approved through the Early Years Deferred entry panel (See Deferred Entry to School Guidance)
- For places where applicants have purchased additional, wrap-around care, it is expected the child would not begin their extended contracted hours until the following week, to support the child to settle within the early years centre.

7.4 Absence

Applicants must inform the early years centre management team of any child with a long-term absence over a period of six weeks. In the event of a child's long-term illness, parents will not be charged for any contracted additional hours. Supporting evidence may be required.

8. Locality Panels

8.1 Locality Panel Members

Each locality, as defined in section 2, has an established Locality Panel. The role of the panel is to review and make decisions on Requests for Assistance for supported early years placements (see *section 8.2*), Deferred Entry applications, allocations and admissions, and other issues related to that particular locality. Locality Panel meetings will take place at key points throughout the year. The Early Years Central Team will chair the Locality Panel, and members will include representation from Health, Social Work and Depute Heads of Centre from the early years centres within the locality.

8.2 Request for Assistance

There will be circumstances where children will require additional support, including supported hours within early years provision. All applications for additional support must be applied for by completing a Request for Assistance (RFA) form. This is usually completed by Social Work, Health or Education. Applications will be reviewed and decisions made by the Locality Panel (see *section 8.1*) or the Early Years Community Assessment Team (EYCAT) (see *section 9.1*). There may be occasions when a RFA emergency place may be considered out with the Locality Panel meetings. If this is the case, it will be discussed by no less than three professionals, with the decision reviewed and ratified at the next Locality Panel meeting.

The Depute Head of Centre or other early years centre manager is responsible for informing the originator of the Request for Assistance of the decision of the Locality Panel. The originator is responsible for informing the family of the Locality Panel decision. Parents should be aware that places are subject to review and may change.

The admissions criteria (see section 3) should be used unless there are exceptional circumstances. This must be detailed on a RFA application form and supporting evidence submitted. Exceptional circumstances require approval by the Quality Improvement Manager (Early Years) or the Interim Chief Education Officer.

9. Allocation of places for children with Additional Support Needs

9.1 Admissions for additional specialist resource and/or including specialist provision

The Early Years Community Assessment Team (**EYCAT***) meets every 4 weeks over the school term to review Request for Assistance (RFA) applications received from centres and other professionals who are requesting additional support for a child.

Applicants referring to EYCAT can request support from a specialist resource like Educational Psychology or Early Years Teachers who can provide bespoke support and work with individual children and early years centres.

Requests can also be made for assessment within one of our specialist provisions detailed below:

- Campsie View Early Years Centre
- Castlehill Enhanced Learning Resource (ELR)- Outreach service
- Harestanes Enhanced Learning Resource (ELR)- Outreach service
- Wester Cleddens Enhanced Learning Resource (ELR)-Outreach service

Places at Campsie View are subject to a 10-week contextual assessment; at the end of this period, a recommendation will be submitted to EYCAT for consideration. The EYCAT panel members will then recommend one of the options detailed below:

- Placement to finish - enhanced transition to mainstream placement with support.
- Continue at the Enhanced Learning Resource/ Campsie View placement.
- Continue at the Enhanced Learning Resource/ Campsie View placement (start of P1).

Any allocation for assessment places within specialist resources will be in addition to a child's funded entitlement within a mainstream setting.

The ELR outreach service –Support and assessment will be carried out within the mainstream Early Years Centre.

** EYCAT is made up of representatives from the Education Inclusion Support Team, Educational Psychology, Social Work, Health and Early Years Team (including staff from early years centres) and/or other agencies. Views of children and parents will be captured by early years centre staff.*

9.2 Inclusion

All early years centres focus on the development of a curriculum for all children. GIRFEC (Getting it Right for Every Child) principles underpin support provided to children. The Council's Including Every Learner policy details the process to ensure best outcomes for children.

10. Enquiries

10.1 Enquiry procedure

In the first instance, applicants who require clarification of the decisions made regarding admissions to early years centres should contact their early years centre. If further information is required, applicants should contact customer services. Tel: [0300 123 4510](tel:03001234510)

11. Complaints

11.1 Complaints procedure

If a parent has a complaint regarding the admissions procedures, they can refer to the Council's complaints procedure which is available on the East Dunbartonshire website. <https://www.eastdunbarton.gov.uk/webform/submit-complaint>