

# General Admissions for School Session starting August 2021

## Guidance on admissions to an Early Learning and Childcare Setting



### 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.

From August 2021 all eligible children will benefit from 1140 hours of free funded early learning and childcare a year.

All three and four-year-old and some 2-year-old children are eligible. Two-year-old children are eligible if their parents are in receipt of eligible benefits, looked after or have been in a kinship placement at any time since their 2nd birthday, and children of care experienced parents.

You can check full eligible criteria [here](#).

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's Early Learning and Childcare Admissions Policy.



## Early Learning and Childcare

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

There are a range of early learning and childcare settings 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 council early learning and childcare class or centre or with a private and voluntary nursery and childminder approved by the council.

There is also 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. Monday – Friday 9am-3pm (6 hours per day during term time)
- **All Year Round/Extended Day Placement**  
e.g. Morning/afternoon session between 8am-1pm/1pm-6pm for 45.6 weeks;  
2.5 days placement for 45.6 weeks; extended day placement up to 10 hours per day

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

The maximum number of free early and learning and childcare hours that a child is entitled to per week is 30 hours.

Please contact your preferred setting for information on the types of placements they offer.

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

You can apply for a place at a [council-run nursery](#), a [private or voluntary nursery](#) that is funded by the council (known as a funded provider) or a [childminder](#) who is funded by the council.

Use our [online form](#) to apply for a nursery place.

Please note that you'll need to provide your child's original full birth certificate and proof of address as evidence when you apply.

Parents should complete only one application form and submit it online to their preferred setting or childminder.

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.

If your child is due to start nursery in the session 2021/22 and we have received your application by 26 February 2021, you will be informed of your child's place by the end of May 2021. 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/nurseries](http://www.renfrewshire.gov.uk/nurseries)



## 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 setting applicants will automatically be transferred to your second/third setting choice.

If there are not enough places to meet demand at priority 3 and below 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.

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 Early Learning and Childcare Admissions Policy.

You should inform the setting if there is any change to your circumstances as this could affect the placement offered by the Admissions Panel.

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

A placement in an early learning and childcare class does not guarantee a place in the primary school as not all primary schools have a nursery class. You must follow the usual procedure for enrolling your child at primary school.

Please note the school catchment area is different from the designated panel area for early learning and childcare. Further information on School Admissions and Placing Request policy are available at [www.renfrewshire.gov.uk/startingschool](http://www.renfrewshire.gov.uk/startingschool)



## Early Learning and Childcare 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 eligible benefits, looked after or have been in a kinship placement at any time since their 2nd birthday, and children of care experience parents. You can check full eligible criteria [here](#).
- 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)

### 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.

Within **Priorities 3 and 4**, families residing within the admission panel designated are given priority allocation over those families living out with the designated panel area.

Within **Priorities 3 and 4** further priority allocation is given to children whose parents or carers are 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.

Where all other contributing factors within **Priorities 3 and 4** are equal, priority allocation should be given to Renfrewshire children living within the most deprived SIMD data zone areas.

If there are not enough places to meet demand at **priority 3 and below** a ballot will be held.

### Priority 5

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

Full details of the Early Learning and Childcare Admissions Policy and qualifying benefits can be found at [www.renfrewshire.gov.uk/nurseries](http://www.renfrewshire.gov.uk/nurseries)

## 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:

If your child is born from:	They will be eligible for a funded early learning & childcare place from:
1 <sup>st</sup> March 2019 to 31 <sup>st</sup> August 2019	August 2021
1 <sup>st</sup> September 2019 to 31 <sup>st</sup> December 2019	January 2022
1 <sup>st</sup> January 2020 and 29 <sup>th</sup> February 2020	April 2022

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

If your child is born from:	They will be eligible for a funded early learning & childcare place from:
1 <sup>st</sup> March 2018 to 31 <sup>st</sup> August 2018	August 2021
1 September 2018 - 28 February 2019	The month after their third birthday

Children starting in August will be entitled to 1140 hours, for children starting later they will receive less hours based on their date of eligibility.

### If you are not happy with any decisions

We do our best to ensure that the Early Learning and Childcare 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 setting 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 settings is available at  
[www.renfrewshire.gov.uk/nurseries](http://www.renfrewshire.gov.uk/nurseries)

