



Falkirk Council

Children's Services

EARLY LEARNING AND CHILDCARE

ADMISSIONS POLICY

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Updated Jan 2020 (as per C&YP Executive) – Further revision of dates Jan 2021

This policy supersedes all previous statements on Early Learning and Childcare Admission

1 INTRODUCTION

(i) Background

Early Learning and Childcare (ELC) is a vital stage in a child's learning and development and helps children to learn through play. A high quality early learning and childcare experience builds on the rich learning from home and wider life experiences. It promotes the development of other essential skills that children will rely on in later life.

Children greatly enjoy and benefit from playing and sharing their learning with other children. ELC settings and Funded Providers are staffed by qualified practitioners and leaders who work as teams within settings to respond to children's needs and interests in a nurturing, caring and child friendly environment. Learning experiences, which are developmentally appropriate, provide children with opportunities to be effective communicators, be creative and curious, to explore, experiment and pursue their interests, collaborate and make lasting friendships.

All providers of government funded early learning and childcare are currently inspected by the Care Inspectorate and Education Scotland. Practitioners follow national guidelines for the learning and care of children aged 0-5 years that encourage learning through play.

Eligible children are entitled to a maximum of 1140 hours of Early Learning and Childcare per annum.

The usual pattern of attendance is 9am – 3pm over 38 weeks (school term time) however Falkirk Council also offers other extended model options. The full range of options are in Appendix 1.

Funding will be provided for a maximum of 10 hours in any one session.

(ii) Policy Purpose and Aims

The Admission Policy ensures that early learning and childcare places are allocated fairly and equitably in accordance with national legislation and policy.

In Falkirk we have developed our approach to expansion of early learning and childcare in line with the Scottish Government's key themes by ensuring:

- flexibility
- accessibility
- quality
- affordability

In addition to the above, general principles also apply:

- All ELC provision is non-denominational.
- An ELC establishment must have at least eight children who attend on a regular basis before it is deemed viable to ensure an appropriate educational experience.

2 EARLY LEARNING & CHILDCARE PROVISION AND OPTIONS IN FALKIRK

Falkirk Council presides over a mixed-economy of 5 different early learning and childcare provisions comprising:

- ELC Class within a primary school (under the management of the Head Teacher)
- ELC Centres
- Childminders
- Private sector partners
- Third-sector partners

A full list of Falkirk's ELC provision is contained in Appendix 1.

Blended Care Option

Parent/Carers can opt to have a 'blended care' option for their child that best suits their own circumstances. In order to support consistency for children, a maximum of **2** care provisions are allowed as part of the blended care option.

Note: This cannot be with **2** Band A establishments (i.e. ELC Classes within primary schools).

3 APPLICATION PROCESS

(i) How To Apply For A Place

Information on applying for places is made available in a variety of ways including Council website, local newspapers, Falkirk Council Twitter and Facebook, posters in doctors surgeries, libraries and sports centres.

An application can be obtained by

- At falkirk.gov.uk website
- Forms should be saved and sent in via email to elc@falkirk.gov.uk

Proof of residence (council tax bill, utility bill, driving licence, tenancy agreement, or annual mortgage statement) is required as well as child's birth certificate. This must be attached to the email also .

Paper copies of application forms are not accepted and these must be sent electronically. Any issues can be dealt with by one of the ELC Admissions Officers by telephone on:-

01324 506611 or
01324 506661 or
01324 590664 or
01324 590660

(ii) Submitting An Application

Applications are required to be received by Children's Services **no later than 31 March for the forthcoming academic session** as the allocations process begins in April each year.

Once an allocation has been accepted, this is your child's placement until transitioning to primary school, unless alternative requests are made.

Children who have secured a place through the Eligible 2s process and children within ELC Centres under the age of 3 MUST submit an application for their child's universal entitlement to Early Learning and Childcare for the ante preschool year regardless of whether you wish to stay in the current establishment or not. The allocation criteria will be applied to all applications.

Parents can submit an application form prior to the registration period however, this will not influence any priority for a place.

(iii) Late Applications

Applications received after 31 March will be considered as late and will be dealt with after those received on time. This may restrict the availability of places and the choice of establishments.

(iv) Number of Establishment Preferences

Parents should indicate a **first**, **second** and **third** choice of nursery. Should the first choice not be available, the second and third choice nurseries will be allocated using the priority criteria outlined in Appendix 2. The application for the first choice nursery will remain on a waiting list should a place become available.

(v) Timelines

The annual timeline for receiving, processing and allocating places is as follows:

April	Allocate new applications for next session (starting August) (for all children born 1 March – 29 February)
May	Letters sent out to parents by the end of the 2 nd week in May offering a place. Parents need to respond within 2 weeks.
May onwards	Process late applications and non-catchment
Throughout Year	Monitoring available spaces, dealing with movements within establishments i.e. transfers, change of patterns, staffing etc

If you require to change your child's nursery or pattern of attendance you must contact the Admissions Team on 506661/506611 or by email elc@falkirk.gov.uk. You are required to give at least 4 week's notice before changing any pattern. Your child's nursery are unable to confirm any changes to attendance.

4 ELIGIBILITY CRITERIA

Eligible children are entitled to 1140 hours of early learning and childcare per annum according to the following dates of birth:

- (i) 'Preschool' child
Date of birth is on or between **1 March 2017** and the **28 February 2018**. He/she will be eligible for a funded early learning and childcare place in **August 2021**.
- (ii) Ante preschool child
Date of birth is on or between **1 March 2018** and the **28 February 2019**. He/she will be eligible for a funded place as follows:

Date of Birth	Funded Place Available From
1 March 2018 – 31 July 2018	Phased in from the start of the August term 2021
1 August 2018 - 28 February 2019	The start of the calendar month after their 3rd birthday

- (iii) Eligible 2 year olds
2-year-old children who are eligible for a funded place under the Children and Young People (Scotland) Act 2014, who meet the following criteria :

<ul style="list-style-type: none"> • Looked after • Under a kinship care order • Have a parent appointed guardian
--

or

for those whose parent or carer is in receipt of benefits listed below:

<ul style="list-style-type: none"> • Income support • Jobseeker's Allowance (income-based) • Employment Support Allowance (income-based) • Incapacity Benefit or Severe Disablement Allowance • Pension Credit • Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £16,105 • Both Maximum CTC and maximum Working Tax Credit and your income is under £7,320 • Support under Part VI of the immigration and Asylum Act 1999 • Universal Credit with household take-home pay is £610 a month or less
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Note : The income thresholds for Child Tax Credit and Working Tax Credit can change annually.

Availability of Places

Children that have met the criteria will be eligible to commence a funded place as follows:

Date of Birth	Funded Place Available From
1 March 2019 - 31 July 2019	Phased in from the start of term in August
1 August 2019 - 28 February 2020	The start of the calendar month after the 2nd birthday

(iv) Deferred Entry To Primary School

If you wish to consider deferring your child's entry to school and wish an additional year of early learning and childcare for your child, please contact the Headteacher/Head of Centre or Manager of the centre that your child currently attends. You will be given an application form to complete.

Details can be found on website here: [School places & admissions | Falkirk Council](#)

5 PRIORITY CRITERIA

All places are allocated in line with the priority hierarchy outlined in Appendix 2. Every effort will be made to meet parental first choice of setting however, this cannot be guaranteed and is dependent on the number of places available and the priority given to applications.

(i) Band A Establishment

Where 1140 hours is usually delivered as 30 hours per week (9am – 3pm) over 38 weeks (school term time).

(ii) Band B Establishment

There are establishments in each area of Falkirk that offer alternative flexible patterns of attendance between 8am and 6pm over 48.6 weeks per annum.

The full list of all Early Years establishments are provided in Appendix 1.

(iii) Admissions for BAND A Establishments

In cases where the demand for a place at an early learning and childcare setting is greater than places available priority is given as follows:

- Priority 1: Children who are looked after either temporarily or long term as specified in the Children (Scotland) Act 1995 are also in this category
- Priority 2: Resident within the primary school catchment
 - a ASN (see Appendix 3)
 - b Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
 - c Children who are in their pre-school year.
 - d Children who are in their ante pre-school year.
- Priority 3: Resident within the ward boundary
 - a - d (as above)
- Priority 4: Resident within Falkirk Council area
 - a – d (as above)
- Priority 5: Resident out with Falkirk
 - a – d (as above)

(iv) Admissions for BAND B Establishments

In cases where the demand for a place at an early learning and childcare setting is greater than places available priority is given as follows:

- Priority 1: Children who are looked after either temporarily or long term as specified in the Children (Scotland) Act 1995 are also in this category
- Priority 2: Resident within the ward boundary
- a ASN (see Appendix 3)
 - b Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
 - c Children who are in their pre-school year.
 - d Children who are in their ante pre-school year.
- Priority 3: Resident within Falkirk Council area
a – d (as above)
- Priority 4: Resident out with Falkirk
a - d (as above)

All applications within each priority are allocated in Date of Birth order.

6 PURCHASE OF ADDITIONAL/“WRAPAROUND” PROVISION

- Band B settings operate flexible options whereby parent/carers can purchase additional ‘wraparound’ hours over the funded hours to support working families. These additional hours are subject to availability. An annual contract will be created and invoices raised on a monthly basis.
- The availability of “wraparound” provision is only available within establishments that have surplus capacity.
- If you require to change your child’s ELC establishment or pattern of attendance you must contact the Admissions Team on 506661/506611 or by email elc@falkirk.gov.uk. You are required to give at least 4 week’s notice before changing any pattern.
- Your child’s ELC establishment are unable to confirm any changes to attendance, as this will be dealt with by our Central ELC Admissions Team.

7 CHANGING PLACEMENT

- Parents/Carers should speak to Head of Centre/Head Teacher at their child’s current placement if, for any reason, a change of placement is being considered.
- Enquires can also be made to ELC@Falkirk.gov.uk
- In order to process requests, we ask that a minimum of 4 weeks’ notice is given.

8 STARTING NURSERY

Parents will be informed directly by ELC Admissions Team of their child’s ELC placements.

Once acceptance is received by the ELC Admissions Team, the ELC setting will contact parents to make arrangements for starting nursery and confirm a start date. Each setting has its own policy for welcoming and settling new children and families.

9 CONTACT INFORMATION

Telephone ELC Admissions Team 01324 506661/506611/590660/590664
Email: elc@falkirk.gov.uk

Summary of Band A and Band B Establishments

Ward 1 – Bo’ness and Blackness (6)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
St Mary’s	1a		•		
Grange	1a		•		
Bo’ness Public	1a		•		
Deanburn	1a		•		
Kinneil	1b	•	•		
Kinglass ELC Centre (from August 2021)	3			•	•

Ward 2 – Grangemouth (5)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Bowhouse	1a		•		
Beancross	1a		•		
Abbotsgrange ELC Centre (formerly Moray ELC Class)	3				•
Rannoch ELC Centre	3	•			•
Sacred Heart	1a		•		

Ward 3 – Denny and Banknock (7)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Nethermains	1a		•		
Bankier	1a		•		
St Patrick’s	1a		•		
Denny ELC Centre	3	•			•
Denny	1a		•		
Dunipace	1a		•		
Head of Muir	1a		•		

Ward 4 - Carse, Kinnaird and Tryst (7)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Airth	1a		•		
St Bernadette’s	1a		•		
Stenhousemuir	1a		•		
Carron	1a		•		
Carronshore	1a		•		
Kinnaird Waters ELC Centre	3				•
Inchlair/Larbert ELC Centre	3	•			•

Ward 5 – Bonnybridge and Larbert (5)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
St Joseph’s	1a		•		
Ladeside	1a		•		

Bonnypark ELC Centre	3	•			•
Antonine	1a		•		
Larbert Village	1a		•		

Ward 6 – Falkirk North (8)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Langlees ELC Centre	2		•		
Bainsford	1a		•		
Victoria	1a		•		
St Andrew's	1a		•		
St Francis	1a		•		
Camelon ELC Centre	3	•			•
Woodburn ELC Centre	3	•			•

Ward 7 – Falkirk South (5)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Carmuir	1a		•		
Easter Carmuir	1a		•		
Bantaskin	1a		•		
Glenburn ELC Centre	3	•			•
Comely Park	1a		•		
Callendar Park (from August 2021)	3			•	•

Ward 8 – Lower Braes (3)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Laurieston	1a		•		
Parkhill ELC Centre (formerly St Margaret's ELC Class)	3	•			•
Westquarter	1a		•		
Callendar Park (from August 2021)	3			•	•

Ward 9 – Upper Braes (7)					
Establishment	Model	Band A		Band B	
		E2s	3-5	E2s	3-5
Avonbridge	1a		•		
California	1a		•		
Slamannan	1b	•	•		
Whitecross	1a		•		
Wallacestone	1a		•		
Glendevon ELC Centre (formerly Maddiston ELC Class)	3				•
Shieldhill	1a		•		

List of Funded Private Partner ELC Establishment

Name	Address
Bright Beginnings Nursery Falkirk	21 St Crispin's Place, Falkirk, FK1 1QF
Carousel Childcare	8 Merchiston Road, Falkirk, FK2 7JP
Cherry Tree Nursery	East Beancross Farm, Falkirk, FK2 0XS
First Steps Day Nursery (Longcroft)	Allandale View, Glasgow Road, Longcroft, Bonnybridge, FK4 1QN
Glenbervie Kindergarten (Brightons)	Rough Haugh Farm, Sunnyside Road, Brightons, Falkirk, FK2 0RN
Glenbervie Kindergarten (Carrongrange)	Carrongrange Avenue, Stenhousemuir, Larbert, FK5 3BQ
Glenbervie Kindergarten (Larbert)	Graham Avenue, Larbert, FK5 4PF
Kool Kidz (Denny)	34 Winchester Avenue, Denny, FK6 6QE
Little Stars Nursery	2 Stadium Way, Falkirk, FK2 9EE
The Kidz Stop	151 Dean Road, Bo'ness, EH51 0HE
Tiptoes Nursery	Valeview, Stenhousemuir, Larbert, FK5 3BY
Wellside Kindergarten	12 Wellside Place, Falkirk, FK1 5RL
Zetland Nursery	50A Bo'ness Road, Grangemouth, FK3 8AF

Admission Priority for BAND A Establishments

In cases where the demand for a place at an early learning and childcare setting is greater than places available priority is given as follows:

Priority 1	Children who are looked after either temporarily or long term as specified in the Children (Scotland) Act 1995 are also in this category.	
Priority 2	Resident within the primary school catchment	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.
Priority 3	Resident with the ward boundary	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.
Priority 4	Resident within Falkirk Council area	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.
Priority 5	Resident out with Falkirk	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.

Admissions for BAND B Establishments

In cases where the demand for a place at an early learning and childcare setting is greater than places available priority is given as follows:

Priority 1	Children who are looked after either temporarily or long term as specified in the Children (Scotland) Act 1995 are also in this category.	
Priority 2	Resident with the ward boundary	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.
Priority 3	Resident within Falkirk Council area	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.
Priority 4	Resident out with Falkirk	
	a	ASN (see Appendix 3)
	b	Children who have applied for an additional pre-school year (deferred year), where the intention is for them to remain within their existing establishment.
	c	Children who are in their pre-school year.
	d	Children who are in their ante pre-school year.

If you wish to find out what your catchment area or council ward is then you can enter your postcode at <https://www.falkirk.gov.uk/> to find out.

Additional Support Needs Criteria

Children with additional support needs will be given priority. This includes:-

- Any child who has been referred by the Psychological Service or Health Service advising of additional support needs. This will be supported by the appropriate documentation outlining the child's needs for support in nursery.
- Children who are referred by Social Work Services, that is to say any child who has been specifically referred by Social Work Services (usually the family Social Worker), though the child may not necessarily be on the Child Protection Register.
- Children who are disabled or affected by disability, that is to say any child who is disabled or who is a member of a family with a disabled person where this disability has an effect on the child's normal life. Such claims should be verified by the Early Learning and Childcare Provision Coordinator in consultation with health professionals if necessary.
- Children who are affected by parental illness, that is to say any child who is affected short term by the emergency admission to hospital of the parent or affected long term by a parent's ill health. Such claims must be verified and catered for within current staffing allocations and may be time-limited.
- Children who come from a non-English speaking home, that is to say any child whose use of English is minimal or non-existent.