

INFORMATION ON APPLYING FOR AN EAST RENFREWSHIRE COUNCIL LOCAL AUTHORITY NURSERY PLACE AND GUIDANCE FOR COMPLETION OF APPLICATION FORM

With the introduction of the Children and Young People (Scotland) Act 2014 all children who are three and four years old are entitled to 600 hours of free early learning and childcare in East Renfrewshire and all other local authorities. East Renfrewshire Council already provided 570 hours of early learning and childcare for all three and four year olds, but based on feedback have now developed a degree of flexibility for families for the additional 30 hours.

Morning and afternoon sessions are allocated by ballot and this allocation is made for two years. Morning and afternoon sessions are allocated in equal numbers to achieve a balance of pre-school and ante pre-school children.

You are encouraged to register your child for a place in a local authority establishment when they reach their 2nd birthday.

Further information can be found in the leaflet "Early Learning and Childcare in East Renfrewshire – Provision for 3 and 4 year old children".

When your application is received, your child's details will be held on file until places are allocated. Applications should be received no later than the last day in February of the school year in which your child will attend Nursery e.g. applications for children who will start, at some point, in session 2018/19 should be received by 28 February 2018. Please note, applications for session 2018/19 which are received after this date will be treated as late and therefore these places will be allocated at a later date.

CLOSING DATES – LOCAL AUTHORITY NURSERY PLACES

Applications for session 2017/18:- this closing date has now passed and all applications for council nurseries for this session received from 1 March 2017 will be treated as late.

Applications for session 2018/19:- the closing date for applications for council nurseries is 28 February 2018.

CLOSING DATE – PARTNERSHIP FUNDING

NB: Please note that should you wish your child to attend one of our partnership private or voluntary playgroups or nurseries you should contact the establishment direct. You must ensure that your child's name is registered with the private or voluntary playgroup or nursery by **30 April** of the school year in which they will attend the establishment. Applications received after this date will not be eligible for funding. Those successful in receiving funding will be notified directly by the provider. Unsuccessful applicants who reside within East Renfrewshire will be offered a place in a local authority establishment.

Full information on how to apply and application forms are available by phoning 0141 577 3288, or you can e-mail us at earlylearningandchildcare@eastrenfrewshire.gov.uk

Please ensure you take the time to read over all paperwork provided before completing your application form

GUIDANCE FOR COMPLETION OF YOUR EARLY LEARNING & CHILDCARE APPLICATION FORM

SECTION 1: INDICATING PROVISION REQUESTED

Use this section to indicate the provision you wish to be considered for – tick one box
(You should ensure the provision you will request is available in the establishments you will choose at Section 3).

Your options are:

Core hours (No Flexibility)

Parents and carers can apply for 5 sessions (a session describes a morning or afternoon place), at a local authority early learning and childcare establishment. Each session will last 3 hours and 10 minutes. This is based on term time (38 weeks per year). All authority early years establishments will offer this provision. Please note that a ballot takes place to determine whether your child will be offered a morning or afternoon session.

Holiday Provision (Limited Flexibility)

Parents and carers can apply for 5 sessions (a session describes a morning or afternoon place), at a local authority early learning and childcare establishment. Each session will last 3 hours. This allocation is based on 40 weeks per year, with parents and carers having the opportunity to access the additional 10 sessions (maximum 30 hours) in terms of additional sessions during school holidays, additional charges will apply thereafter. All authority family centres will offer this option.

Additional Hours (Limited Flexibility)

Parents and carers can apply for 5 sessions (a session describes a morning or afternoon place), at a local authority early learning and childcare establishment. Each session will last 3 hours. This is based on term time (38 weeks per year). All Parents and carers can apply for additional time before (1 hour) or after (up to 2 hours) the nursery session up to a maximum of 30 hours. Parents can apply for a place at an early learning and childcare establishment that offers this. Any hours used over and above this will be charged at wraparound rate.

Extended Hours (Greater Flexibility)

Parents and carers can apply for a minimum of 4 hours early learning and childcare and a maximum of 8 hours in any one day (over 38 or 50 weeks) per year up to a maximum of 600 hours funding; additional hourly charges would apply thereafter. This will only be available in a limited number of establishments.

Further details of the provision on offer can be found in the leaflet “Early Learning and Childcare in East Renfrewshire – Provision for 3 and 4 year old children”.

SECTION 2: APPLYING FOR EXTENDED HOURS PROVISION

This section should only be completed where parents are requesting extended hours. All other places are allocated by ballot.

SECTION 3: APPLYING FOR A NURSERY PLACE WITHIN A COMMUNITY

See Appendix 1 attached

Use this section to indicate the community in which you wish to apply for a place. You should then detail your 3 choices in order of preference, taking into account the provision you have requested at Section 1 and which nurseries can provide your required provision. Please note **you must**

provide 3 choices. We will do our best to allocate one of these, however there is no guarantee of this. Please note that your child's nursery place is allocated for two years.

SECTION 4: DETAILS OF CHILD

This section must be completed by all applicants. Please ensure the address given is the child's permanent place of residence, you will be asked to provide proof at a later date.

SECTION 5: PRIORITY BAND

This section must be completed by all applicants. The band in which your child falls into determines their priority for allocation of a place.

These are:

Priority 1: Child protection, Prevention, Looked After and Additional Support Needs.

Priority 2: Deferred Entry to Primary School granted by the local authority.

Priority 3: Pre-school children within their allocated community as indicated by address.

Priority 4: Ante pre-school children within their allocated community as indicated by address:

- a) children who have an older sibling attending the same nursery.
- b) children whose parents are accepting 5 sessions (or 600 hours) in their local authority nursery.
- c) children whose parents are not accepting 5 sessions (or 600 hours) in their local authority nursery.

Priority 5: Applying outwith allocated community:

- a) Preschool children applying out with their community (as indicated by address).
- b) Ante pre-school children applying out with their community (as indicated by address).

Priority 6: Admission will be given to children resident outwith East Renfrewshire whose parents make a request for:

- a) a pre-school place.
- b) an ante pre-school place.

NB: Due to the high demand by residents of East Renfrewshire Council for nursery places, parents who fall into this priority band are advised to also apply for a nursery place within their own local authority.

SECTION 6: ADDITIONAL INFORMATION

Please complete this section if there is any other information you think will support your application.

DECLARATION OF PARENT/CARER

All application forms must be signed and dated.

East Renfrewshire Council Establishments and Communities

3 and 4 year old provision
Availability for August 2017

	Community	Establishment	Core Hours	Holiday Provision	Additional Hours	Extended Hours
1	Newton Mearns	Hazeldene Family Centre	✓	✓	✓	✓
		Isobel Mair Family Centre	✓	✓	✓	
		Crookfur Pr Nursery Class	✓		✓	
		Calderwood Lodge Primary Nursery Class	✓		✓	✓
		Mearns Pr Nursery Class	✓		✓	
2	Busby / Clarkston Eaglesham	Cart Mill Family Centre	✓	✓	✓	✓
		Busby Pr Nursery Class	✓		✓	
		Carolside Pr Nursery Class	✓		✓	
		Eaglesham Pr Nursery Class	✓		✓	
		Netherlee Pr Nursery Class	✓		✓	
3	Giffnock / Thornliebank	Glenwood Family Centre	✓	✓	✓	✓
		Braidbar Pr Nursery Class	✓		✓	✓
		Giffnock Pr Nursery Class	✓		✓	
		Thornliebank Pr Nursery Class	✓		✓	✓
4	Barrhead / Neilston	Arthurlie Family Centre	✓	✓	✓	✓
		Carlubar Family Centre	✓	✓	✓	✓
		Madras Family Centre	✓	✓	✓	✓

Partnership Providers August 2017 – June 2018

(list updated annually—see www.eastrenfrewshire.gov.uk/elc)

Provider	Member of Community
Belmont Nursery Class (Independent)	1
Broom Nursery (Voluntary)	1
Clarkston Nursery (Voluntary)	2
Elmwood Nursery (Private)	1
Enchanted Forest Nursery (Private)	3
Greenbank Outdoor Nursery (Private)	1
Happy Days Too Busby (Private)	2
Happy Days Too Southfield House (Private)	1
Kirktonholme@Mearnswood (Private)	1
Orchardpark Nursery - Thornliebank (Private)	3
Orchardpark Nursery – Newton Mearns (Private)	1
Railway Cottage Nursery (Private)	4