

PERTH AND KINROSS COUNCIL**Lifelong Learning Committee****29 October 2014****IMPLEMENTATION OF 600 HOURS EARLY LEARNING AND CHILDCARE
(3 – 5 YEAR OLD PROVISION): PROGRESS UPDATE****Report by Executive Director (Education and Children's Services)****PURPOSE OF REPORT**

At its meeting of 6 November 2013, the Lifelong Learning Committee (LLC) agreed a range of proposals to progress the implementation of the Children and Young People (Scotland) Act 2014. [\(Report No.13/521 refers\)](#).

This progress report provides an update on the implementation of 600 hours of Early Learning and Childcare (ELCC), for children aged three to five years old in year one, session 2014-15.

The report also updates on the entitlement of ELCC which was extended to other eligible two year olds through Secondary Legislation under the Act.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Children and Young People (Scotland) Act 2014 (hereafter referred to as 'the Act') was granted Royal Assent in March 2014.
- 1.2 The Act aims to strengthen the role of early years' support in children's and families' lives, by increasing the entitlement of early learning and childcare to 600 hours annually for children aged three to five and also for Looked After two year olds from August 2014.
- 1.3 Secondary Legislation was introduced in May 2014 that places a duty on Councils to provide 600 hours of ELCC by 31 October 2014 to other eligible two year olds on the basis of parent or carer benefits' criteria.
- 1.4 The Act also places a duty upon local authorities to increase the flexibility and expand the provision of ELCC for children and families.
- 1.5 There was no statutory obligation on parents to ensure their children attended pre-school education, nor is there a statutory obligation on parents to allow children to access ELCC provision under the Act.
- 1.6 Local authorities are required to secure 600 hours of free ELCC annually for all eligible children age two to five years should their parents wish it. This requires the Council to be able to offer ELCC places, though not in any specific setting or locality.
- 1.7 There are currently 47 nursery classes based in local authority settings, offering morning or afternoon sessions. A number of full-time nursery places

within local authority managed nurseries are also available to eligible children on a Council-wide basis. All full-time nursery places are allocated under Support for Children and Families criteria.

- 1.8 In session 2013-14 Perth & Kinross Council Education & Children's Services (ECS) was in partnership with 33 Partner Provider centres (PP centres) to provide pre-school commissioned education places. These included private nurseries, playgroups and nursery classes within the private, voluntary and independent sectors. This session 2014-15, the Council is currently in partnership with 37 PP Centres.
- 1.9 At its meeting of 6 November 2013, LLC agreed a range of proposals to progress the implementation of the Act in respect of 600 hours ELCC in year one session 2014-15.
- 1.10 A number of options for the implementation of 600 hours ELCC in local authority nurseries had been explored and approval was sought for the option that required minimal change to delivery of provision and was the closest model to existing working practice for staff. The preferred option also meant there would be no changes made to any staff member's terms and conditions.
- 1.11 Specifically LLC agreed in year one (session 2014 -15) to:
 - 1.11.1 Extend the part time nursery session within local authority nurseries from 2 hours 30 minutes pre-school education to, on average, 3 hours 12 minutes ELCC.
 - 1.11.2 Continue to commission services with PP centres in Perth and Kinross, building on the existing strong partnership model. This ensures choice and flexibility around ELCC to support parents' needs including working patterns.
 - 1.11.3 Introduce split funding, whereby children can access their entitlement to ELCC in more than one setting, eg some sessions within a local authority nursery and some commissioned within a PP centre. The Council recognises that families have a variety of different needs and preferences and this option augments opportunities for choice for families. The allocation of a split funding place remains dependent on both settings being able to offer the hours requested.
 - 1.11.4 Further support flexibility within the existing mixed economy of nursery provision through increasing the number of nursery settings in partnership with the Council as Partner Providers, subject to new partners meeting quality standards in compliance with all aspects of the partnership contract.
 - 1.11.5 Support the change from pre-school education to ELCC, through an update of the current [Perth & Kinross Policy and Guidelines for Admission to Nursery Schools and Classes 2014-15](#). (See Appendix 1.)

- 1.11.6 Further options being explored following wider consultation with parents/carers for continuing implementation in future years.

2. PROGRESS

2.1 Progress against each of the proposals is as follows:

2.1.1 All local authority nurseries have met the requirement to provide 600 hours ELCC by extending the length of their sessions to be around 3 hours 12 minutes, with local arrangements around timings in place in each nursery. To support staff with change management, seventeen locality meetings were held between January and March 2014 to address issues and concerns which were then circulated widely through a frequently asked questions (FAQ) approach. The nursery staffing cohort was increased to reflect the increase in hours within three to five year olds' provision:

- 19 Early Childhood Practitioner (ECP) posts were created;
- 32 part-time ECPs increased their working hours;
- A further 2 Senior ECP posts were established;
- 4 new part-time Play Assistant posts introduced.

2.1.2 The 33 centres that were in partnership throughout session 2013-14 continue to provide ELCC and contracts have been amended to reflect the increased entitlement from 475 hours to 600 hours which is reflected in the pro rata increase in funding.

2.1.3 Split funding has been introduced. Around forty families to date have chosen this option with most choosing the 600 hours ELCC to be split between a local authority nursery and a PP centre.

2.1.4 Following the rigorous application process 4 centres were accepted into partnership in August 2014. These centres provide opportunities for further choice for parents and are located within Perth City, Alyth, Crieff and Bridge of Earn. Three further centres have begun to engage with the PP centre application process and are being supported accordingly by Early Years Team officers.

2.1.5 The Council Nursery Admissions' Policy and Guidance 2014-15 was updated to reflect operational changes to 600 hours of ELCC. An appendix was compiled to reflect the introduction of places for eligible two year olds whose parent or carer is in receipt of particular benefits.

2.1.6 Planning for further consultation will now be progressed to ensure Perth and Kinross Council meets the requirements of the Act and takes account of parents' views no less than biennially.

2.2 The additional provision of the Act in May 2014 to extend provision of 600 hours ELCC to eligible two year olds has been overtaken and ECS has not required the extension to timeline to 31 October 2014 subsequently granted

by Scottish Government. Two year old children may be eligible for a place if a parent is receiving any of the following benefits:

- Income support
- Jobseekers Allowance (income based)
- Employment and Support Allowance (income based)
- Incapacity Benefit or Severe Disablement Allowance
- State Pension Credit

2.3 Twelve local authority nursery classes across Perth and Kinross now offer 600 hours of free Early Learning and Childcare for eligible two years olds whose parents meet the benefits' criteria. These classes are located in:

- Balhousie Primary School
- Community School of Auchterarder (Primary)
- Coupar Angus Primary School
- City of Perth Early Childhood Centre
- Inchtute Primary School
- Inch View Primary and Nursery School
- Milnathort Primary School
- North Muirton Primary School
- Pitlochry High School (Primary)
- Rattray Primary School
- St Dominic's RC Primary School
- Stanley Primary School.

2.4 In Perth and Kinross we are calling these places 'Strong Start 2s' to mitigate against the potentially negative association with workless household criteria. Eligible two year old children will join our Strong Start 2 provision and will be able to access a maximum of five mornings or five afternoon sessions a week.

2.5 Working in partnership with Community Planning Partners, work is ongoing to publicise this opportunity and ensure that any barriers are removed so that all parents with an eligible child are supported to make an application for a place.

2.6 The introduction of two year olds into nurseries previously registered only for three to five year old children has required the introduction of particular standards around infection control and nappy changing. Care Inspectorate has supported a partnership approach with the Council and agreed variances to terms of operation subject to particular upgrading of property works being undertaken in some nursery classes.

2.7 Compliance with all aspects around the regulation of care of two year olds has been adhered to as stipulated by the Care Inspectorate.

2.8 A further twenty new ECP posts were established to provide the appropriate staffing levels required for places with two year olds. Three full days of training to enhance the skills of staff in working with two year olds was provided during the first two weeks of the school session. Ongoing support,

advice and guidance from the Early Years Team (Education Services) has been established for staff and management.

2.9 The progress noted above has all been contained within the revenue and capital resources received from the Scottish Government as further detailed in Section 2.1 of the Annex.

3. CONCLUSION AND RECOMMENDATIONS

3.1 Whilst it was planned to provide an update on development of further options for provision of ELCC in future years at the LLC of October 2014, the requirement to plan and deliver services for two year olds in line with Secondary Legislation of the Act has necessitated a refocus of priorities. The original plans to consider development of other options of delivery of 600 hours of ELCC are now being progressed and a further update report will be brought to LLC.

3.2 It is recommended that the Committee:

- (i) Notes that the implementation of 600 hours of ELCC for three to five year olds in year one 2014-15, as agreed by the Lifelong Learning Committee on 6 November 2013, has been achieved;
- (ii) Notes that the requirement to also implement 600 hours of ELCC for eligible two year olds as set in Secondary Legislation has been achieved; and
- (iii) Instructs the Executive Director (Education and Children's Services) to provide a further update on progress, including bringing a range of options for further consideration, by May 2015.

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	Yes
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 This section should set out how the proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

This report relates to Objective Nos (i), (ii), (iii)

Corporate Plan

1.2 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.

The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;

- (iii) Promoting a prosperous, inclusive and sustainable economy;
 - (iv) Supporting people to lead independent, healthy and active lives; and
 - (v) Creating a safe and sustainable place for future generations.
- This report relates to Objective Nos (i), (ii), (iii)

1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area:

- Learning: Realising Potential

2. Resource Implications

Financial

2.1 The Head of Finance has been consulted on this update report. In relation to the implementation of the Children and Young People (Scotland) Act 2014, for financial year 2014-15, the ECS Revenue Budget was increased by a total of £1,134,205. This is made up of £800,000 funding to cover the implementation of 600 hours ELCC and £344,205 to cover the extended ELCC entitlement for eligible two year olds.

As well as the Revenue funding detailed above, ECS also received an additional £1,918,845 of Capital funding for financial year 2014-15. This is made up of £892,000 funding to cover the implementation of 600 hours ELCC and £1,026,845 to cover the extended ELCC entitlement for eligible two year olds. The School Estate Sub-Committee of Lifelong Learning will be updated on the delivery of the school upgrade programme in implementing the 600 hours ELCC and extended ELCC for eligible two year olds.

The progress detailed in this report is contained within the funding allocations outlined above.

Workforce

2.2 The Corporate Human Resources Manager has been consulted in the preparation of this report.

Asset Management (land, property, IT)

2.3 The Depute Director (Environment) has been consulted on this update report.

3. Assessments

Equality Impact Assessment

3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).

The Corporate Equalities Impact Assessment process (EqIA) has been undertaken using the Integrated Appraisal Toolkit, it has been determined that the report is:

(iii) Assessed as **relevant** and the following positive outcomes are expected following implementation:

The implementation of 600 hours ELCC will promote social inclusion for all by providing extra time for parents and carers to give them the opportunity to access job opportunities, training opportunities and community opportunities to enhance their knowledge and skills and contribute to their local environment.

Parents and carers will be able to access ELCC provision regardless of sex, race, colour, disability, age, creed, marital status, ethnic origin, sexual orientation or gender reassignment.

Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

Following a pre-screening assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal will have **no** environmental effects.

However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

Sustainability

3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the implementation is likely to contribute positively to the following corporate sustainable development principles:

- A sense of community identity and belonging (Principle 23).
- A wide range of local jobs and training opportunities for all (Principle 12)

- Well-educated people from well-performing local schools, further and higher education and training for lifelong learning (Principle 17)
- All people are socially included and have similar life opportunities (Principle 26).
- Dynamic job and business creation and development (Principle 14)
- Healthy living is actively promoted and the provision of preventative health services maximised (Principle 10)
- Accessible, affordable public, community, voluntary and private services (eg retail, food, commercial, utilities) (Principle 29).

Extended access to ELCC will provide extra time for parents and give them the opportunity to use that time to access job opportunities, training opportunities and community opportunities to enhance their knowledge and skills and contribute to their local environment.

Four new nurseries have been accepted into partnership with the local authority and other possible partners are engaging in the application process. The increased entitlement to ELCC is requiring an expanding workforce providing job opportunities at all levels.

Children participating in ELCC will access opportunities to allow them to progress as successful learners, responsible citizens, effective contributors and confident individuals and will provide a strong start for eligible 2 year olds. Family Learning in schools and nurseries promotes development opportunities for family members. Provision of additional childcare will promote a healthy lifestyle to the child and will allow children to participate in programmes supporting and promoting a healthy lifestyle.

Legal and Governance

- 3.4 The Head of Legal Services has been consulted on this update report.
- 3.5 The Head of Democratic Services has been consulted on this update report.

Risk

- 3.6 A risk profile has been developed as part of the implementation planning for 600 hours ELCC and is regularly monitored.

4. Consultation

Internal

- 4.1 The following people and groups were sent a copy of the report and asked to make comment: Early Years and Primary Divisional Management Team (School Improvement Services); Head of Education Services (Secondary and Inclusion); Quality Improvement Officers for Inclusion, Education Services' Senior Management Team, Leader of the Teachers' Side of JNCT.

External

4.2 Early Years and Early Intervention Programme Board.

5. Communication

5.1 A communication plan has been developed as part of the implementation planning for 600 hours ELCC and is regularly monitored.

6. BACKGROUND PAPERS

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above report:

Children and Young People (Scotland) Act 2014 Early Learning and Childcare Statutory Guidance

<http://www.scotland.gov.uk/Resource/0045/00457025.pdf>

7. APPENDICES

Appendix 1: Perth & Kinross Policy and Guidelines for Admission to Nursery Schools and Classes 2014-15.



Policy and Guidelines

for Admission to Nursery
Schools and Classes
2014-2015



PERTH &
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COUNCIL

Education &
Children's Services



The term '*Early Learning and Childcare*' is used in the Children and Young People (Scotland) Bill. It is anticipated that this will become an Act of Parliament during 2014. This term has been used in place of Pre-School Education in recognition of this.

Throughout this guidance, the word '*parent*' should be interpreted as including the child's carer or legal guardian.

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Summary of Ballot Guidelines for the Allocation of <i>Early Learning and Childcare</i> Places	

Perth & Kinross Council is committed to providing high-quality early learning and childcare in all nursery schools and classes. These guidelines apply to all admissions for children in Perth & Kinross Council nursery schools and classes managed by Education & Children's Services and should be implemented accordingly.

There are currently 47 nursery classes based in primary schools, which offer morning and afternoon sessions. A number of full-time nursery places within local authority managed nurseries are also available to eligible children on a Council-wide basis. All full-time nursery places are allocated on a Support for Children and Families basis and further information is available on page 18. Nursery classes in Inch View, Luncarty and St Dominic's primary schools offer additional childcare provision to pre-school children. Separate guidance on all aspects of childcare provision within Perth and Kinross is available from the Childcare Information Service:

Tel **0845 601 4477** ■ Email **childcare@pkc.gov.uk**

Perth & Kinross Council Education & Children's Services is also currently in partnership with 37 partner provider centres to provide early learning and childcare commissioned places. These include private nurseries, playgroups and nursery classes within the private, voluntary and independent sectors. Further information is available from the Childcare Information Service.

The Council recognises that families have a variety of different needs and preferences with regard to early learning and childcare. Parents are entitled to apply to any local authority managed nursery class and/or partner provider centre for their child's funded nursery place. Application takes place directly at the school and/or partner provider centre.

Parents should apply for a funded nursery place for session 2014-15 irrespective of whether their child currently has a nursery place. Children who are allocated a nursery place will retain their current pattern of attendance unless the school is advised by the parent that they wish this to change.

Should a parent wish to change their child's attendance pattern they must put the request in writing for consideration. Changes will only be made at the start of a new term. Requests should be received by the school according to the Summary Timeline (page 6).

Application forms are available from all schools and partner provider centres.

Within establishments either managed by or in partnership with Perth & Kinross Council, early learning and childcare is based on continuous and developmental learning experiences where qualified staff plan for effective learning and teaching. Parents are encouraged to make maximum use of this provision.

All providers of government funded early learning and childcare for 3 and 4 year olds are currently inspected by Social Care and Social Work Improvement Scotland (known as the Care Inspectorate), and Her Majesty's Inspectorate (HMI), part of Education Scotland. The staff follow national guidelines for the education of children aged 3-5 years that encourage learning through play and the service must meet standards laid down by HMI.

Each local authority nursery school and class has a defined locality which is made up of one or more primary school catchment areas. Nursery localities are agreed in order to define priorities used in the allocation of places, and are registered with Education & Children's Services. All nurseries managed by Education & Children's Services are non-denominational. A place in a nursery class does not give priority in gaining a place in the same school when enrolling for Primary 1.

A full list of local authority managed nursery schools and classes, which includes address, contact number and locality, is given in Appendix 1.

Partner provider centres establish their own priority categories and dates for registration. Details of their admission procedures can be obtained by contacting the individual centre.

Further information on early learning and childcare can be obtained from Education & Children's Services:

Tel **01738 476200** ■ Email **nursery-educ@pkc.gov.uk**

In addition, our Childcare and Family Information Service can supply further details of services offered by partner provider centres together with a full range of other childcare services within Perth and Kinross including childminders and out of school care:

Tel **0845 601 4477** ■ Email **childcare@pkc.gov.uk**

Summary Timeline of Key Dates for School Session 2014-2015

w/c 10 February 2014	Initial Registration commences for early learning and childcare places.
18 & 20 March 2014	Panel meeting for Deferred Entry places in nursery schools and classes. Panel meeting for full-time and part-time Support for Children and Families places.
24 April 2014	Requests for any changes to pattern of attendance for the following term to be received by school. Ballot for Category 1 and 2 places.
28 April 2014	Initial Allocation of Deferred Entry and Category 1 and 2 places - for children eligible to start nursery on 19 August 2014.
15 May 2014	Initial Ballot for eligible Category 3 and 4 places - for children eligible to start nursery on 19 August 2014.
w/c 19 May 2014	Initial Allocation of Category 3 and 4 places - for children eligible to start nursery on 19 August 2014.
21 August 2014	Ballot for eligible Category 5 and 6 places.
25 August 2014	Initial Allocation of Category 5 and 6 places for children eligible to start nursery August 2014.
1 September 2014	Release of unallocated Support for Children and Families places.
9 October 2014	Requests for any changes to pattern of attendance for the following term to be received by school. Ballot for eligible Category 7, 8 and 9 places for children eligible to start w/c 3 November 2014.
30 October 2014	Allocation of eligible Category 7, 8 and 9 places - for children eligible to start nursery w/c 3 November 2014.

Summary Timeline *(continued)*

4 December 2014	Requests for any changes to pattern of attendance for the following term to be received by school. Ballot for Category 10, 11 and 12 places for children eligible to start on 5 January 2015.
8 December 2014	Allocation of eligible Category 10, 11 and 12 places - for children eligible to start nursery 5 January 2015.
26 March 2015	Requests for any changes to pattern of attendance for the following term to be received by school. Ballot for Category 13, 14 and 15 places - for eligible children to start following the Easter break.
30 March 2015	Allocation of eligible Category 13, 14 and 15 places for children eligible to start nursery on 21 April 2015.

For further information on the criteria for the allocation of nursery places in nursery schools and classes managed by Perth & Kinross Council, please refer to the table on page 12.

Making an Application for an Early Learning and Childcare Place

Parents can apply for early learning and childcare places at local authority nursery schools and classes from **Monday 10 February 2014**. A notice will be placed in the local press detailing the relevant dates and schools and services will be notified in writing at that time.

Eligibility for Early Learning and Childcare Places

Children are eligible for an early learning and childcare place in the term after their third birthday. Parents of children who will be five years old between the start of the school session in August and the end of December who consider that their child may benefit from a further year of early learning and childcare should discuss this with the Headteacher or partner provider manager. A referral for consideration for a Deferred Entry place can then be made. The Council's Priority Admissions Panel will make decisions on an individual basis.

Children who will be five years old between January and the last day of February are entitled to an additional year of funded early learning and childcare if their parents decide to delay their entry to primary school. Further information on delayed or Deferred Entry is available from all schools.

Below are details of the groups of children eligible for an early learning and childcare place in school session 2014-2015. Please see note below regarding children who will become 3 years old between 1 September and 31 October:

Deferred Entry

*Children living within the Perth & Kinross Council area who will be five between **20 August 2014 and 28 February 2015** whose parents have decided to defer entry to primary school, are eligible to start nursery on 19 August 2014. Further details on Deferred Entry are given on page 11 of this guidance.*

Pre-School Year

*All children in their pre-school year (**ie children born between 1 March 2010 and 28 February 2011**) are eligible for a place at the beginning of the school session in August 2014.*

Ante Pre-School Year

*The following table shows the date that children in their ante pre-school year (**ie children born between 1 March 2011 and 29 February 2012**) are eligible for an early learning and childcare place in school session 2014-2015:*

Ante Pre-School children born between	Eligible to start nursery
1 March 2011 and 31 August 2011	Start of school session in August 2014
1 September 2011 and 31 October 2011*	First week in November 2014
1 November 2011 and 31 December 2011	After Christmas break in January 2015
1 January 2012 and 29 February 2012	After Easter break in April 2015

All early learning and childcare places within nursery schools and classes managed by Perth & Kinross Council are allocated in accordance with the Priority Categories shown on pages 12 and 13 of this guidance.

** Children who become 3 years old between 1 September and 31 October are entitled to access a local authority nursery place week beginning 3 November 2014, provided no additional staffing resources are required.*

Further information regarding school term and holiday dates is available from all schools or through the Council's website www.pkc.gov.uk

The cut-off date for all children accessing an early learning and childcare place in school session 2014-2015 is **28 February 2015**. Children who will be 3 years old **after** this date will not be eligible for an early learning and childcare funded place until the start of the next school session (August 2015).

Perth & Kinross Council recognises that families have a variety of needs and preferences for accessing early learning and childcare. Parents, therefore, can apply for a place in more than one setting. The allocation of split funding places will be dependent on both settings being able to offer the hours requested. Children are entitled to 16 hours of funded early learning and childcare each week across the 38 week school session.

Parents are asked to indicate on their application form whether they wish to take up their child's entitlement as a split placement, eg some sessions within Council nurseries and some commissioned within partner provider nurseries. This often

helps to meet the needs of parents who work part-time as they may purchase additional hours of care within partner provider nurseries to support their working needs.

If a parent is seeking a split funded place, they will be required to complete an application form for each establishment they are seeking a place within.

Parents should be made aware that although every effort will be made to meet their needs, there is no guarantee that it will be possible to offer split funded places in every case. The allocation of a split funded place will be dependent upon both establishments being able to offer the hours requested.

Where a high number of requests for split funded places has been received, consideration should be given to the impact of this upon the overall operation of an establishment before sessions are allocated.

A letter will be sent out from the school advising parents that a place has been allocated for their child. It is expected that parents will advise the school if they wish to take up the offer of a place within one week of receipt of the letter. Parents should then inform all other centres to which they have applied so that the child's name can be removed from their lists.

A number of full-time places within local authority managed nurseries are available to eligible children on a Council-wide basis. All full-time places are allocated on a Support for Children and Families basis. Further details of this service are given on page 19 of this guidance.

When applying for a place, parents should inform schools of any issues which may affect their child at nursery, eg toileting, any special dietary requirements, medical issues. This is to enable appropriate planning to take place and will not affect their child's access to a nursery place. Further advice to parents on early learning and childcare is contained in the guidance '*A Guide to Early Learning and Childcare in Perth and Kinross*'.

Registration takes place directly at the school or centre. Proof of the child's date of birth and address should be presented at registration. This must be a birth certificate and recent utility bill. Proof of the parent's residency at the time of application is also required. This must be Council Tax documentation as this is used in determining priorities for allocation of places.

Deferred Entry

Parents of children who will be five on or before **19 August 2014** have a duty to educate their child at primary school or make alternative suitable arrangements for his/her education. Early learning and childcare does not constitute primary schooling.

Parents of children who will be five between 20 August 2014 and the last day of February 2015 have the following options with regard to when their child commences primary education:

- *Parents may send their children to primary school in August 2014 or defer entry to August 2015, although in most circumstances it is expected that children who will be five before 31 December 2014 should move on to primary school where their needs will be met through the delivery of Early Level Curriculum for Excellence.*
- *The Council gives parents of children who will be five between 20 August 2014 and 31 December 2014 the option to defer entry to primary school. The Council's Referral Panel will assess the provision of early learning and childcare places for this group of children and consideration will be given to requests on an individual basis. Parents of these children considering deferring their child's entry to primary school are advised to consult with the Headteacher or manager of the chosen nursery setting. After discussion the Headteacher or manager will submit the referral for consideration for a Deferred Entry place to provide an additional year of early learning and childcare. The date for the Council's Referral Panel for the initial allocation of places for this group of children is shown on page 6.*
- *Children who will be five between 1 January 2015 and the last day of February 2015 are entitled to an additional year of funded early learning and childcare if their parents decide to defer their entry to primary school.*

Criteria for Early Learning and Childcare Places

The following priority categories will be used when allocating places in all nursery schools and classes managed by Perth & Kinross Council:

Children eligible to start nursery in August 2014

Category	Children Born Between	Normal Place of Residence
Deferred	20 August 2009 and 28 February 2010	Within Perth and Kinross
1	1 March 2010 and 28 February 2011	Within the defined locality of the Nursery
2	1 March 2010 and 28 February 2011	Within Perth and Kinross
3	1 March 2011 and 31 August 2011	Within the defined locality of the Nursery
4	1 March 2011 and 31 August 2011	Within Perth and Kinross
5	20 August 2009 and 28 February 2011	Outwith Perth and Kinross
6	1 March 2011 and 31 August 2011	Outwith Perth and Kinross

Children eligible to start nursery week commencing 3 November 2014

Category	Children Born Between	Normal Place of Residence
7	1 September 2011 and 31 October 2011	Within the defined locality of the Nursery
8	1 September 2011 and 31 October 2011	Within Perth and Kinross
9	1 September 2011 and 31 October 2011	Outwith Perth and Kinross

Children eligible to start nursery after the Christmas Break (ie starting in January 2015)

Category	Children Born Between	Normal Place of Residence
10	1 November 2011 and 31 December 2011	Within the defined locality of the Nursery
11	1 November 2011 and 31 December 2011	Within Perth and Kinross
12	1 November 2011 and 31 December 2011	Outwith Perth and Kinross

Children eligible to start nursery after the Easter Break (ie starting in April 2015)

Category	Children Born Between	Normal Place of Residence
13	1 January 2012 and 29 February 2012	Within the defined locality of the Nursery
14	1 January 2012 and 29 February 2012	Within Perth and Kinross
15	1 January 2012 and 29 February 2012	Outwith Perth and Kinross

Note 1: *As part of this Council's policy, Deferred Entry children living outwith Perth & Kinross Council are categorised as Category 5 and therefore will not be allocated an early learning and childcare place until August 2014 as per the Summary Timeline on pages 6 and 7.*

Note 2: *Children who become 3 years old between 1 September and 31 October are entitled to access a local authority nursery place week commencing 3 November 2014, provided no additional staffing resources are required.*

All places will be allocated in accordance with the Council's criteria for admission. Parents of eligible children will be offered a place by letter and invited to enrol their child. Final enrolment will be undertaken once the parents have accepted places.

Ballots for the Initial Allocation of Early Learning and Childcare Places

If demand exceeds the available number of places in any priority category an official ballot will be conducted according to Perth & Kinross Council Education & Children's Services Guidelines. A summary of the ballot guidelines is contained in Appendix 2. Official ballots for the initial allocation of places will be held on the same day in all schools.

If an official ballot is required then schools should close registration on the Friday prior to the ballot. Processing of applications can then resume immediately after allocation and uptake of places.

Deferred Entry children are not included in official ballots for the allocation of places. However, if an internal draw is required to decide the pattern of attendance of the morning and afternoon sessions, Deferred Entry children will be included in the draw. Deferred Entry places for children living within the Perth & Kinross Council area will be allocated at the same time as Category 1 and 2 places on 28 April 2014.

Headteachers have a responsibility for the allocation of nursery places. Wherever possible the needs and preferences of parents will be met and alternatives will be offered.

Parental requests for patterns of attendance will be considered, however due to the known high demand for morning places this may not always be possible. Further information on the allocation of morning and afternoon sessions is outlined on page 15.

Places that become vacant during the course of the school session will be allocated according to the criteria. If necessary a ballot will be held to fill any vacancies.

Allocation of Morning and Afternoon Sessions

Headteachers have a responsibility for the allocation of nursery places. Wherever possible the needs and preferences of parents will be met, but if not, alternatives will be offered.

However, due to the high demand for morning sessions, it may be necessary for schools to hold an internal draw of names within a priority category in order to allocate morning and afternoon sessions. If this becomes necessary, parents should be advised in writing and, whenever possible, invited to attend the draw. Deferred Entry children will be included in an internal draw for morning and afternoon sessions.

Information to Parents on Allocation of Places

Standard letters to parents allocating conditional early learning and childcare places, signed by Headteachers, will be sent out by all schools during the same week as outlined in the Summary Timeline on page 6.

In addition to information about the type of place offered, this letter notifies parents that the child will not be finally enrolled into the place until the reply slip, accepting the place and conditions, has been signed by the parent and returned to the school.

Once the reply slip has been returned the place is assigned to the child and parents should enrol the child at the school.

As previously stated, initial applications for nursery takes place in February each year. Parents of younger 3 year old children who are not eligible to start nursery until later in the school session, should be aware that whilst every effort will be made to offer a nursery place, there is no guarantee that places will be available at the school of choice.

Wherever possible, parents of younger children who will not be eligible for a nursery place until the term after their third birthday will be kept informed of nursery vacancies.

Enrolment

Schools will advise parents by letter of enrolment arrangements. Schools should enrol children using the Council's standard enrolment form as this will ensure that schools hold essential information on each child. Enrolment takes place at the school following the school's induction procedure.

General

After allocation of all places, each nursery will hold a list of names for any remaining children in order of priority category. This list of names will remain open and added to as children apply for a place. Names should not be removed from lists unless the parent has agreed or has been notified in advance.

It is important to maintain accurate information for parents on availability of places. As a result Headteachers will notify the Schools' Support Team within Education & Children's Services of those children who have registered in February (as soon as the initial registration period is over) and enrolled on a termly basis. Headteachers should continue to provide up-to-date information for the Schools' Support Team within Education & Children's Services via regular returns.

Local authority nursery schools and classes will have the same number of openings in a school session as agreed for all schools in the Council. It should be noted that nursery schools and classes are open to children up to and including the last day of each term.

It is recognised that in the interests of children it may be necessary to have a phased entry for groups of children. Such phasing arrangements should ensure that all eligible children are in full attendance by **30 August 2014**.

At all times a full service should be provided, as is the case with primary and secondary school education. Only in exceptional circumstances would it be considered necessary to close a nursery school or class and then only with the approval of the Executive Director of Education & Children's Services.

The staff:pupil ratio in Perth and Kinross nursery schools and classes will be a minimum of 1 qualified member of staff to 10 children. Nursery schools and classes where children attend for full-time places will have appropriate staffing ratios.

Withdrawal of Early Learning and Childcare Places

Nursery places may be withdrawn in exceptional circumstances, eg where the parent has not complied with the conditions they agreed when accepting the place. Places will only be withdrawn with the approval of the Executive Director of Education & Children's Services. If there are other children awaiting a place then children who are not attending on a regular basis without good reason, or who

have failed to attend nursery school/class for three weeks **consecutively**, without the Headteacher being notified, may have their place withdrawn.

In such circumstances every effort should be made to discuss the situation with parents before formally terminating the placement.

The Council accepts that there are circumstances which will give some children priority for admission. Places will be available in each nursery school or class for this purpose. Full-time as well as part-time Support for Children and Families places are available to families.

All full-time places are allocated through the Support for Children and Families process and are available for children in need on a Council-wide basis.

Referrals for Support for Children and Families places should be made on the basis of educational or social need by Headteachers in consultation with relevant agencies. Such agencies wishing to submit a referral should note that this should be agreed and discussed with the Headteacher. The parent's permission must be obtained in writing, prior to a referral being submitted.

Agencies making referrals should indicate clearly what their commitment will be in terms of resources to enable children to access the early learning and childcare place. The first priority in allocating Support for Children and Families places will be children with identified needs.

In order to ensure consistency with the Policy and Guidelines, all referrals should be made on the Support for Children and Families Referral Forms for Session 2014-2015.

Guidance on Making a Referral for a Support for Children and Families Place

On making referrals agencies should take cognisance of the following statement in Section 93(4) of the Children Act (Scotland) 1995. The Act refers to a child in need *as being in need of care and attention* because:

- *the child is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining a reasonable standard of health or development unless these services are provided by the local authority;*
- *the child's health or development is likely significantly to be impaired or further impaired unless such services are so provided;*
- *the child is disabled;*
- *the child is affected adversely by the disability of any other person in his/her family;*
- *the child is looked after by a local authority as per Section 17(6).*

In addition, priority places for children in need should take into account factors in the Code of Practice for the Education (Additional Support for Learning) (Scotland) Acts 2004 and 2009:

- *family and individual circumstances, eg disrupted home life, parental health problems;*
- *disability or health, eg motor or sensory impairment, learning difficulties;*
- *social and emotional, eg behavioural difficulties;*
- *families for whom English is an additional language and where this is causing significant communications difficulties for the child.*

Referral forms, signed by parents, should be submitted to the appropriate school who will forward them to the Schools' Support Team within Education & Children's Services. Headteachers are requested to countersign the referral form to indicate their support of the application. Referral forms must be returned, prior to the dates set for the initial allocation decisions, as detailed in the Summary Timeline on page 6.

Support for Children and Families places will be allocated by the Referral Panel based on the referral form and after discussion with the appropriate Headteacher and other relevant agencies.

It should be noted that once initial allocations have been made subsequent referrals and allocations will be dealt with timeously using the same procedures.

3 year old children who are allocated Support for Children and Families full-time places may not necessarily retain these until they start primary school but will be guaranteed places until the end of the school year. A new referral should be made for each year for a Support for Children and Families place.

Provision for Younger Children – City of Perth Early Childhood Centre

A number of part-time places are available for children from the age of two at City of Perth Early Childhood Centre. These will be allocated as Support for Children and Families places in accordance with the criteria noted. Registration and enrolment follows the general guidance as outlined in this document. The staff:child ratio for this age group will be 1 qualified member of staff to 5 children.

For further information please contact the Centre Manager, City of Perth Early Childhood Centre, tel 01738 472230.

Retention of Unallocated Support for Children and Families Places

Some nurseries may be asked to retain places indefinitely for special circumstances. The Schools' Support Team within Education & Children's Services will notify those nurseries involved if required and may also approve the release of some unallocated places to meet demand.

In circumstances where all places have been allocated to meet demand, it may be necessary when vacancies occur for some places to revert to Support for Children and Families places. The Schools' Support Team within Education & Children's Services will notify those involved, if required.

Early Learning and Childcare Provision at Fairview School

Fairview School is a school for children with long-term complex and multiple support needs. It can make provision for children from the age of three years. Admission is based on a multi-disciplinary assessment. Arrangements for attendance are flexible, according to the child's and family's needs and the entitlement is for 16 hours early learning and childcare each week. Before a child is due to start primary school, discussions take place with the parent about appropriate primary school placements.

The school likes to augment its specialist provision with a link to a mainstream nursery for each child in their pre-school year. This is normally during the child's pre-school year, but may extend until the age of six, depending on the child's learning needs.

Perth & Kinross Council Education & Children's Services Nursery Schools and Classes

Each nursery provision will have a defined locality that may not be the same as the primary school catchment area. Localities are agreed and registered with the Schools' Support Team within Education & Children's Services. A place in a nursery class does not give priority in gaining a place in the same school when enrolling for Primary 1.

The overall capacity of schools with nursery places is under review. Any changes to the number of places available will be notified to schools as appropriate.

Local Authority Nursery Schools	Telephone Number	Nursery Localities
City of Perth Early Childhood Centre	01738 472230	Perth and Kinross area for Support for Children and Families for full-time and part-time places as well as 2/3 year old places
Inch View Primary & Nursery Glenearn Road, Perth	01738 472450	Perth and Kinross area for Support for Children and Families for full-time and part-time places
Abernethy Primary School 78 Main Street, Abernethy	01738 472676	Abernethy
Alyth Primary School Albert Square, Alyth	01250 871370	Alyth, Meigle
Arngask Primary School Main Street, Glenfarg	01577 867250	Arngask
Auchtergaven Primary School Prieston Road, Bankfoot	01738 459510	Auchtergaven
Balbeggie Primary School Main Street, Balbeggie	01738 454490	Balbeggie, Collace, Guildtown

Local Authority Nursery Schools	Telephone Number	Nursery Localities
Balhousie Primary School Dunkeld Road, Perth	01738 472222	Balhousie, St Ninian's
Blair Atholl Primary School St Adamnan Road, Bridge of Tilt, Pitlochry	01796 481210	Blair Atholl
Braco Primary School Braco, Dunblane	01764 661420	Braco, Greenloaning
Breadalbane Academy* Breadalbane Community Campus, Crieff Road, Aberfeldy	01887 822300	Breadalbane Primary, Grandtully, Kenmore
Community School of Auchterarder (Primary)* New School Lane, Auchterarder	01764 662182	Auchterarder Primary, Dunning, Blackford, Aberuthven
Comrie Primary School School Road, Comrie	01764 661450	Comrie, St Fillans
Coupar Angus Primary School School Lane, Coupar Angus	01250 871400	Coupar Angus, Burrelton, Kettins
Craigie Primary School Abbot Street, Perth	01738 472300	Craigie
Crieff Primary School* Commissioner Street, Crieff	01764 657888	Crieff, Muthill, Madderty
Dunbarney Primary School Manse Road, Bridge of Earn	01738 812213	Dunbarney, Forgandenny, Forteviot
Errol Primary School* Station Road, Errol	01821 642264	Errol
Fairview School Oakbank Crescent, Perth	01738 473050	Perth and Kinross area
Fossoway Primary School Drum, Kinross	01577 867340	Fossoway, Blairingone, Cleish

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Local Authority Nursery Schools	Telephone Number	Nursery Localities
Glenlyon Primary School Glenlyon	01887 866223	Glenlyon
Goodlyburn Primary School* Crieff Road, Perth	01738 454230	Goodlyburn, Pitcairn
Inchture Primary School Inchture	01738 454466	Inchture, Abernyste
Invergowrie Primary School 4 Errol Road, Invergowrie	01738 454251	Invergowrie
Kinloch Rannoch Primary School Kinloch Rannoch	01882 632358	Kinloch Rannoch
Kinross Primary School* Station Road, Kinross	01577 867272	Kinross
Kirkmichael Primary School Kirkmichael, Blairgowrie	01250 871929	Kirkmichael, Straloch
Letham Primary School Struan Road, Perth	01738 477550	Letham
Longforgan Primary School Main Street, Longforgan	01382 360310	Longforgan
Luncarty Primary School Marshall Road, Luncarty	01738 828323	Luncarty
Milnathort Primary School Bridgefauld Road, Milnathort	01577 867260	Milnathort, Arngask, Portmoak
Moncreiffe Primary School Gleneagles Road, Perth	01738 472333	Moncreiffe
Murthly Primary School Murthly	01738 454263	Murthly

Local Authority Nursery Schools	Telephone Number	Nursery Localities
Newhill Primary School* Elm Drive, Blairgowrie	01250 871941	Newhill, St Stephen's
North Muirton Primary School* Uist Place, Perth	01738 472870	North Muirton
Oakbank Primary School Viewlands Road West, Perth	01738 477577	Viewlands, Oakbank
Our Lady's RC Primary School* Garth Avenue, Perth	01738 477570	Our Lady's
Pitlochry High School* Pitlochry	01796 474666	Pitlochry Primary, Struan, Logierait, Straloch
Rattray Primary School* Rattray, Blairgowrie	01250 872389	Rattray, Strone of Cally
Robert Douglas Memorial School Spoutwells Road, Scone	01738 454455	Robert Douglas Memorial
Royal School of Dunkeld Dunkeld	01738 454470	Royal School of Dunkeld, Glendelvine
St Dominic's RC Primary School Brioch Road, Crieff	01764 657800	St Dominic's
St John's RC Academy (Primary)* North Inch Community Campus, Gowans Terrace, Perth	01738 454300	St John's, Kinnoull
St Madoes Primary School St Madoes, Glencarse	01738 459500	St Madoes
Stanley Primary School Stanley, Perth	01738 828283	Stanley, Logiealmond

Local Authority Nursery Schools	Telephone Number	Nursery Localities
Tulloch Primary School Gillespie Place, Perth	01738 472323	Tulloch, Methven, Ruthvenfield, Pitcairn
Viewlands Primary School Oakbank Crescent, Perth	01738 473080	Viewlands, Oakbank

Please contact any of the above schools directly for details of their provision and related queries regarding the Council's Policy and Guidelines for Admission to Nursery Schools and Classes.

** Up to 8 full-time nursery places are available at these schools - all full-time nursery places are allocated through the Support for Children & Families process and are available on a Council-wide basis.*

Summary of Ballot Guidelines for the Allocation of Early Learning and Childcare Places

The following outlines key points in the ballot procedures. Further information can be found in the '**Guidance on Ballot Procedures 2014-2015**' available from schools.

- *If demand exceeds the available number of places in any of the priority categories a ballot should be conducted according to the guidelines. The same process applies to ballot within any priority category.*
- *Ballots are held on the same day across the Council.*
- *Parents should be notified in writing in advance of ballot procedures and the date of the ballot and should be invited to attend (by the school).*
- *Headteachers should ensure that members of the ballot panel are familiar with all procedures.*
- *The school should be clear as to how many available spaces they have before any ballot takes place.*
- *All eligible children should be placed in the ballot.*
- *Once ballot slips have been drawn, they should be retained for future reference.*
- *There are special circumstances and procedures for balloting twins, triplets etc. Parents should be made aware of these prior to the ballot taking place.*
- *Headteachers should note that Deferred Entry children will not be included in any ballot for the allocation of places.*
- *Requests for a morning or afternoon session will be considered separately by Headteachers.*

Note: 'Guidance on Ballot Procedures' is used by schools in conjunction with this guidance, 'Policy and Guidelines for Admission to Nursery Schools and Classes for School Session 2014-2015'.

Data Protection Act

The information provided by parents and all relevant third parties will be used in assessing and meeting children's early learning and childcare needs. In terms of the Data Protection Act 1998, all parents are entitled to know what personal data information is held by Perth & Kinross Council. This information can be provided on receipt of the appropriate application and fee. Application should be made to:

Executive Director (Education & Children's Services)
Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

For further information contact:

**Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD**

Tel 01738 476200

Email nursery-educ@pkc.gov.uk

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