



Early Learning and Childcare Admission Policy (3-5yrs.)

Information for Parents/Carers



Early learning and childcare in East Ayrshire is directly provided by the local authority and funded providers in the voluntary and private sector.

This booklet explains the admission policy for all early childhood centres and funded centres that provide early learning and childcare in East Ayrshire, and provides information for parents and carers applying for a place.

Early Learning and Childcare

Children greatly enjoy and benefit from playing and sharing their learning with other children. Early childhood centres and funded providers have qualified and experienced staff who organise a stimulating programme of educational activities and offer security and care to children.

It is good practice to have an age mix of children aged 3 and 4 years old at each session, where possible.

When allocating morning, afternoon or flexible sessions, heads/managers of centres will need to consider if parents/carers require a particular session to support their employment, training, further education or childcare arrangements. In addition, some children whose particular needs have been identified may need a specific session.

If a centre is oversubscribed, either in terms of places or sessions, the ballot procedures, as outlined in East Ayrshire Council's Early Learning and Childcare Admission Policy, will be followed.

All establishments are non-denominational.

Deciding Priorities for Admission

East Ayrshire Council has agreed that there are some family circumstances which will give children priority for admission. Applications will be allocated in line with the priority criteria set out in the Early Learning and Childcare Admissions Policy both for a place in a centre and, where requested, for a particular session or flexible place.

Children who reside outwith East Ayrshire and who are cared for by a childminder and/or relatives in East Ayrshire will be considered using their home address only.

Dates of birth or length of time on the register of applications does not affect priority to 4-year-old children. 3-year-old children will be eligible for a place in the month after their third birthday according to set dates.

Placing Requests for Children with Additional Support Needs

The Education (Additional Support for Learning) (Scotland) Act 2004 as amended, allows parents of a child who has been assessed as having additional support for learning needs, to make a placing request for their child to attend any centre under the management of an education authority which includes both local authority Early Childhood Centres and funded providers.

If a placing request is refused, the parent will have the right to formally appeal as set out in the Code of Practice as defined by the Education (Additional Support for Learning) (Scotland) Act 2004 as amended.

Entitlement/Eligibility for Places

Eligible 3 year old and 4 year old children are entitled to 600 hours of early learning and childcare per annum according to the following dates of birth:

4 year olds

If your child's date of birth is on or between 1st March 2014 and the 28th February 2015 He/she will be eligible for a funded early learning and childcare place in **August 2018**

3 year olds

If your child's date of birth is on or between **1st March 2015 and the 29th February 2016**

He/she will be eligible for a funded place as set out in the table below.

Children born between:	Will be eligible for 600 hours of funded early learning and childcare from:
1 March 2015 - 31 August 2015	August 2018
1 September 2015 - 29 February 2016	The month after their birthday

Eligible children will be able to access a place from the first Monday of the month after their third birthday (Tuesday if there is a public holiday). However, it is acknowledged that staggered entry dates may be required due to the number of eligible children in any given month. Therefore, where this applies, Early Childhood Centres and funded providers will have 10 days to admit all eligible children.

Children whose birthdays fall on or between 1st March 2016 and the 31st August 2016 will be eligible for a place in August 2019.

Early Learning and Childcare Admissions Policy

Admission Criteria for Academic Year 2018/2019

PRIORITY 1: Child Protection

- (a) Children on the child protection register or identified through child protection procedures.
- (b) Referrals from social work services where the child is deemed to be in need where:
 - the placement would help the child remain within the family environment rather than be looked after by the local authority;
 - the child is subject of a statutory order;
 - the placement would support the child's return to the family.
 - the child has been de-registered from the child protection register within the previous 6 months.

PRIORITY 2: Children in Need or Children with Additional Support for Learning Needs

This priority refers to children who require substantial, direct and continuing intervention from at least one other agency outwith education and whose additional support needs are putting the child at an educational and social disadvantage.

- (a) Referrals from educational psychology services, social work or health professionals for children with complex or multiple additional support needs.
- (b) Referrals through a multi-agency assessment where it has been identified that a high level of family support is required.
- (c) Referrals from health professionals for children who have a health condition which has a substantial and adverse, long-term effect on their ability to carry out normal day-to-day activities.
- (d) Referrals from the undernoted professionals for children with less significant additional support needs or where there are concerns about the circumstances of the child, parent or family:
 - education establishments
 - health agencies
 - educational psychology services

- social work services
- voluntary sector agencies

(d) Children who the assessment panel agree would benefit developmentally from an additional year of early learning and childcare.

This priority refers to children who require support as a result of circumstances which are placing the child, parent or family at an educational, social or health disadvantage. This includes children who are adversely affected by the disability of any other person in the family or it may include children with English as an additional language where a high level of support is needed.

The Education (Additional Support for Learning) (Scotland) Act 2004 as amended, allows parents of a child with additional support needs to make a request “for their child to attend any school under the management of an education authority, which includes a nursery school or partnership provider or partnership provider.” This can only be made if a child has been assessed as having additional support needs.

If a placing request is refused, the parents will have the right to formally appeal to the Appeals Committee or other arrangements as set out in the legislative Code of Practice.

PRIORITY 3: 4 year olds

- (i) Children living within the boundary of East Ayrshire and those children with January / February birthdays whose parents request an additional year of early learning and childcare and who live within the boundary of East Ayrshire.
- (ii) Children living in isolated or rural areas outwith the boundary of East Ayrshire but within the catchment area of an East Ayrshire primary school and those children with January / February birthdays whose parents request an additional year of early learning and childcare and who live in isolated or rural areas outwith the boundary of East Ayrshire but within a catchment area for an East Ayrshire primary school.

PRIORITY 4: 3 year olds who have a sibling in the same early childhood centre

- (i) Children with a sibling in the same early childhood centre living within the boundary of East Ayrshire according to the dates set for eligibility.
- (ii) Children with a sibling in the same early childhood centre who live in isolated or rural areas outwith the boundary of East Ayrshire but within the catchment area of an East Ayrshire primary school, according to the dates set for eligibility.

PRIORITY 5: 3 year olds

- (i) Children living within the boundary of East Ayrshire according to the dates set for eligibility.
- (ii) Children who live in isolated or rural areas outwith the boundary of East Ayrshire but within the catchment area of an East Ayrshire primary school, according to the dates set for eligibility.

PRIORITY 6: Cross Boundary

- (i) All other 4 year old children living outwith the boundary of East Ayrshire
- (ii) All other 3 year old children living outwith the boundary of East Ayrshire according to the dates set for eligibility

Banding for Sessions and Flexible Places

Children whose parents/carers have requested a particular session or flexible hours will be banded as follows:

Band A Child protection Children on the child protection register or identified through child protection procedures who require a particular session to facilitate regular meetings such as case reviews, contact arrangements, children's hearing etc. or where an assessment panel has agreed that the child's identified needs will be best met in a flexible session.

Band B Children in Need or Children with Additional Support for Learning Children who require a particular session to facilitate regular appointments due to complex or multiple medical or additional support needs or where an assessment panel has agreed that the child's identified needs will be best met in a flexible session.

Band C Children whose parents/carers require a particular session to support them with their pattern of work, study or training programme **where no other childcare arrangements are required** (pattern of working/education/training times will be required) i.e. the session requested is the sole childcare arrangement – there is no other childcare arrangement required as parents or carers work, train or attend further education during the hours that their child is accessing their early learning and childcare session.

Band D Children whose parents/carers require a particular session to support or complement other childcare arrangements to allow them to work, study or attend training programmes. **(pattern of working/education/training times and other childcare arrangements will be required).**

Other childcare arrangements are those provided by family members or registered

childminders who care for more than one child attending the same centre.

Band E Children whose parents/carers have requested a particular session for reasons other than employment/education/training or childcare arrangements

In all cases, children with siblings in the same early childhood centre will be allocated the same session/flexible place where this is possible.

Children who attend the same registered childminder as set out in Band D, will be allocated the same session/flexible place in the setting where this is possible.

Applying for a Place

How do I apply for a place for my child?

You should contact your nearest early childhood centre or funded provider as noted in this booklet where you will be asked to complete an application form.

If you do not know where your nearest Early Childhood Centre or funded provider is you can contact the Education Service, on 01563 576140/576004.

On the application form, you will be asked to identify your first and second choices of establishment. Every effort will be made to meet your first preference but this will depend on the number of places that are available and on the priority given to applications. You only need one application form. If you do fill in more than one form, the preferences you give us in your most recent application will be used, when places are allocated.

The information you give at this time will help the head/manager of centre to give appropriate priority to your application. It is important that you provide full details on the form. You may also wish further information to be given in support of your application. You can indicate this on your application form.

If your circumstances change, it is important that you let the head/manager of centre know so that your application can be updated. This includes any change of address, telephone number or other contact details.

Frequently Asked Questions

When do I apply?

East Ayrshire Council will advertise when the registration period is for early learning and childcare. You may, if you wish, complete an application form prior to the registration period however, please be aware this will not influence your priority for a place. You must take your child's birth certificate with you.

Can I apply for any centre?

Yes. There may be occasions when you cannot access a place in your first choice of centre. On the application form you will be asked to identify your first and second choice of Early Childhood Centre. It is important that you indicate a second choice as applications which do not indicate a second choice may not be considered.

How are places allocated?

The head/manager of centre will carefully consider all applications to find out which children have priority according to East Ayrshire Council's Early Learning and Childcare Admission Policy. All places for children aged 3-5 years are allocated to centres through a central admissions process. This ensures that all eligible children have access to a place.

All places are allocated in line with the categories of priority outlined in this leaflet e.g. first priority is given to children who meet the criteria set out in Priority 1, then Priority 2 and so on.

All priority applications which meet the criteria set out in Priority 1 must be allocated before applications within Priority 2 are considered. East Ayrshire can make provision for all eligible 3 year olds and 4 year olds. Please note, it may not be in the centre of your first choice.

Every effort will be made to meet your first preference of centre however, this will be dependent on the number of places available and the priority given to applications.

A ballot may be necessary in some centres in the following circumstances:

- Oversubscription of applications for 4 year olds
- Oversubscription of applications for eligible 3 year olds
- Oversubscription to a particular session i.e. morning, afternoon or flexible hours.

If your application for a place is not allocated in the centre of your first choice, then your application will be considered for a place in the centre of your second choice.

If your second choice of centre cannot provide a place then you will be offered an alternative place for your child.

Please note: If your child is allocated a place in an Early Childhood Centre where there is an associated primary school, **there is no automatic right to a place in the primary school.**

What sessions are normally offered?

Eligible children are entitled to 600 hours of Early Learning and Childcare per annum.

Based on national guidance children should have a minimum of 2 sessions per week in a centre to promote high quality early learning and childcare.

All centres will offer a core service of 3 hours 10 minutes, either in the morning or afternoon. Where there is capacity, flexible services will be offered in the following centres:

Beechwood House Nursery

Cairns Early Childhood Centre

Dean Park Nursery

Hillbank Early Childhood Centre

Netherthird Early Childhood Centre

Newmilns Early Childhood Centre*

Shortlees Early Childhood Centre

Bellsbank Early Childhood Centre

Catrine Early Childhood Centre*

Flowerbank Early Childhood Centre

Hurlford & Crookedholm Early Learning and Childcare Services*

New Cumnock Early Childhood Centre*

Onthank Early Childhood Centre

Whattriggs Early Childhood Centre

*Term time only

If you are seeking a more flexible pattern of hours for your child, including less than 600 hours, please discuss your needs with the head of centre/manager.

Does my child have to access early learning and childcare?

No, it is not compulsory. It is for parents and carers to decide whether they want their child to participate. Evidence suggests that high quality early learning and childcare can make a significant impact on the critical years of a child's development. There is also a strong evidence base to indicate that high quality early learning and childcare contributes to positive outcomes for children.

Can I request a particular session for my child?

Most parents want their children to attend 5 mornings a week. Each centre is registered with the Care Inspectorate for a maximum number of places, therefore it is not possible to satisfy all requests for morning sessions. You will be asked to state a preference for a morning or afternoon session when you complete the application form. Sessions will be allocated according to criteria set out in Bands A to E on pages 7 and 8. If the session is oversubscribed, a ballot will be held.

What should I do if my child is eligible?

A Public Notice appears in the local press and on the Council's website (www.east-ayrshire.gov.uk). This information booklet, which sets out the Early Learning and Childcare Admission Policy, is available in all Early Childhood Centres, partner centres and through the Ayrshire wide Childcare and Recreation Information Service (CARIS).

It is important that you make application by **Friday 9 March 2018** as the process to allocate places for the forthcoming academic year begins in March.

Applications received after Friday 9 March will be allocated in a second phase before the start of the new term in August 2018.

What if I want to defer my child's entry to school?

Traditionally in Scotland all children aged between 4½ and 5 at the beginning of the autumn term start primary school. Parents/carers of children with January/February birthdays, can choose to send them to primary school or access an additional year of early learning and childcare.

Where parents of children with birthdays from September to December decide to defer entry to primary school, local authorities have discretion over whether to secure additional early learning and childcare hours.

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 head/manager of the centre your child currently attends. You will be given an application form to complete entitled "Deferred Entry to Primary School/Additional Year of Early Learning and Childcare".

Please note that:

Children born in January and February can

- Start primary school in August or
- Defer entry to primary school for an additional year and receive a further year of funded early learning and childcare.

Children born between September and December can

- Start primary school in August or
- Request an additional year of funded early learning and childcare which will be granted at the discretion of East Ayrshire Council. This will be based on an assessment of wellbeing informed by appropriate professional assessment.

Information on Deferred Entry/Additional Year of Early Learning and Childcare is available from all Early Childhood Centres and funded provider centres.

Can my child access early learning and childcare in another authority?

If you would like to access a funded early learning and childcare place for your child in a centre outwith East Ayrshire Council, you should contact East Ayrshire Education Service on 01563 576140/576004 for further information.



Local Authority Centres

Auchinleck Early Childhood Centre

Dalsalloch Road, Auchinleck, KA18 2BU
Tel: 01290 421260

Barshare Early Childhood Centre

Dalgleish Avenue, Barshare,
Cumnock, KA18 1QG
Tel: 01290 422212

Bellsbank Early Childhood Centre

Craiglea Crescent,
Dalmellington, KA6 7UA
Tel: 01292 551195

Cairns Early Childhood Centre

Altonhill Avenue, Kilmarnock, KA3 1PH
Tel: 01563 533177

Catrine Early Childhood Centre

Newton Street, Catrine, KA5 6RY
Tel: 01290 551233

Crosshouse Early Childhood Centre

Playingfield Road, Crosshouse,
Kilmarnock, KA2 0JJ
Tel: 01563 532300

Dalmellington Early Childhood Centre

Ayr Road, Dalmellington, KA6 7SJ
Tel: 01292 550364

Dalrymple Early Childhood Centre

Hillview, Dalrymple, KA6 6PZ
Tel: 01292 560368

Darvel Early Childhood Centre

Campbell Street East, Darvel, KA17 0BP
Tel: 01560 320785

Drongan Early Childhood Centre

Millmannoch Avenue, Drongan, KA6 7BY
Tel: 01292 591521

Dunlop Early Childhood Centre

Main Street, Dunlop, KA3 4AN
Tel: 01560 484098

Flowerbank Early Childhood Centre

30 North Hamilton Street KA1 2QJ
Tel: 01563 522722

Galston Early Childhood Centre

Western Road, Galston, KA4 8BG
Tel: 01563 820360

Gargieston Early Childhood Centre

Dundonald Road, Kilmarnock, KA1 1UG
Tel: 01563 533067

Greenmill Early Childhood Centre

2 Barrhill Road, Cumnock, KA18 1PG
Tel: 01290 421352

Hillbank Early Childhood Centre

North West Kilmarnock Area Centre
Western Road, Kilmarnock KA3 1NQ
Tel: 01563 521064

Hurlford Early Childhood Centre

Union Street, Hurlford,
Kilmarnock, KA1 5BT
Tel: 01563 525098

Kilmaurs Early Childhood Centre

Sunnyside, Kilmaurs, KA3 2RY
Tel: 01563 538674

Lainshaw Early Childhood Centre

Kilwinning Road, Stewarton, KA3 3DL
Tel: 01560 483653

Littlemill Early Childhood Centre

Littlemill, Rankinston, KA6 7HG
Tel: 01292 590221

Logan Early Childhood Centre

Logangate Terrace, Logan,
Cumnock, KA18 3HD
Tel: 01290 421916

Mauchline Early Childhood Centre

The Loan, Mauchline KA5 6AN
Tel: 01290 550306

Muirkirk Early Childhood Centre

Burns Avenue, Muirkirk, KA18 3RH
Tel: 01290 661350

Netherthird Early Childhood Centre

Craigens Road, Cumnock, KA18 3AN
Tel: 01290 425946

Nether Robertland Early Childhood Centre

Pokelly Place, Stewarton, KA3 5PF
Tel: 01560 482035

New Cumnock Early Childhood Centre

Afton Bridgend, New Cumnock, KA18 4AX
Tel: 01290 338593

Newmilns Early Childhood Centre

Gilfoot, Newmilns, KA16 9LP
Tel: 01560 320915

Onthank Early Childhood Centre

Meiklewood Road, Kilmarnock, KA3 2ES
Tel: 01563 534660

Patna Early Childhood Centre

Whitehill Avenue, Patna, KA6 7LY
Tel: 01292 531271

Riccarton Early Childhood Centre

45 Campbell Place, Kilmarnock, KA1 4DY
Tel: 01563 535633

Shortlees Early Childhood Centre

Blacksyke Avenue, Kilmarnock, KA1 3SR
Tel: 01563 533678

St Andrew's Early Childhood Centre

Grassyards Road, Kilmarnock KA3 7SL
Tel: 01563 549549

Whatriggs Early Childhood Centre

Whatriggs Road, Kilmarnock KA1 3SZ
Tel: 01563 551587

Applications for provision in James Hamilton Early Childhood Centre and Sgoil na Coille Nuaidhe (Gaelic) Early Childhood Centre should be submitted to -

***Education Service Support, London Road, Kilmarnock, KA3 7BU.
Tel: 01563 576140.***

Funded Provider Centres

Beechwood House Nursery

34 Dundonald Road, Kilmarnock,
KA1 1RX

Tel: 01563 573555

Burns Bairns

The Centre Stane, 2 The Cross,
Mauchline, KA5 5DA

Tel: 07752072111

Dean Park Nursery

56 Beansburn, Kilmarnock, KA3 1RN

Tel: 01563 539128

Fenwick Pre 5's

John Fulton Hall, Main Road, Fenwick,
KA3 6DY

Tel: 07535504773

Hurlford and Crookedholm Early Learning and Childcare Services

51 Academy Street, Hurlford, KA1 5BU

Tel: 07967115689

Useful Contacts

Economy and Skills

Education Service

EarlyYears-Admin@east-ayrshire.gov.uk

Tel: 01563 576140/576004

www.east-ayrshire.gov.uk

Childcare and Recreation

Information Service (CARIS)

Helpline:

0345 351 3000 (local rate)

www.families.scot

Care Inspectorate

Compass House

11 Riverside Drive

DUNDEE

DD1 4NY

Tel: 01382 207100

www.careinspectorate.com

Education Scotland

www.education.gov.scot

The information contained in this booklet is accurate at the time of publication but may be subject to change.



This information can be made available, on request, in braille, large print or audio formats and can be translated into a range of languages. Contact details are provided below.

درخواست کرنے پر یہ معلومات ناپینا افراد کے لئے اُبھرے حروف، بڑے حروف یا آڈیو میں مہیا کی جاسکتی ہے اور اسکا مختلف زبانوں میں ترجمہ بھی کیا جاسکتا ہے۔ رابطہ کی تفصیلات نیچے فراہم کی گئی ہیں۔

本信息可应要求提供盲文，大字印刷或音频格式，以及可翻译成多种语言。以下是详细联系方式。

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ਇਹ ਜਾਣਕਾਰੀ ਮੰਗ ਕੇ ਬੋਲ, ਵੱਡੇ ਅੱਖਰਾਂ ਅਤੇ ਸਣਨ ਵਾਲੇ ਰਪ ਵਿਚ ਵੀ ਲਈ ਜਾ ਸਕਦੀ ਹੈ, ਅਤੇ ਇਹਦਾ ਤਰਜਮਾ ਹੋਰ ਬੋਲੀਆਂ ਵਿਚ ਵੀ ਕਰਵਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਸੰਪਰਕ ਕਰਨ ਲਈ ਜਾਣਕਾਰੀ ਹੇਠਾਂ ਦਿੱਤੀ ਗਈ ਹੈ।

Niniejsze informacje mogą zostać udostępnione na życzenie, w alfabecie Braille'a, w druku powiększonym lub w formacie audio oraz mogą zostać przetłumaczone na wiele języków obcych. Dane kontaktowe znajdują się poniżej.

Faodar am fiosrachadh seo fhaighinn, le iarrtas, ann am braille, clò mòr no clàr fuaim agus tha e comasach eadar-theangachadh gu grunn chànanan. Tha fiosrachadh gu h-ìosal mu bhith a' cur fios a-steach.



East Ayrshire Council
Comhairle Siorrachd Àir an Ear

www.east-ayrshire.gov.uk