

East Dunbartonshire Council

Early Years Admissions Policy

Updated March 2021

Contents page

1. Rationale

1.1: Quality early learning and childcare

2. 1140 hours delivery models

2.1: Overview

2.2: Local authority provision

2.3: Meals and snacks

2.4: Funded provider early years centres and childminders in partnership with the Council

2.5: Split/shared placements

3. How places are allocated

3.1: Entitlement criteria

3.2: Admission criteria

3.3: Non-funded hours

4. Applying for a place

4.1: Babies aged from six weeks to two year olds

4.2: Two to three year olds

4.3: Three to four year olds

4.4: Deferred entry to school

4.5: Application process and deadlines

5. Funded provider early years centres and childminders in partnership with the Council

5.1: Admissions

6. Cross boundary funding

6.1: Applications to East Dunbartonshire Council for children living outside East Dunbartonshire

6.2: Admissions for children living in East Dunbartonshire applying to other Councils

7. Allocations of local authority places

- 7.1: Placement offers
- 7.2: Changes to allocation
- 7.3: Charging
- 7.4: Absence

8. Locality Admissions Panels

- 8.1: Locality Admission Panel Members
- 8.2: Request for Assistance

9. Allocation of places for children with Additional Support Needs

- 9.1: Admissions for specialist provision

10. Enquiries regarding decisions

- 10.1: Enquiries procedure

11. Complaints procedures

- 11.1: Complaints procedure

1. Rationale

1.1 Quality early learning and childcare

East Dunbartonshire Council (the Council) is committed to the provision of high quality early years for all children. The aim is to provide places that meet the needs and demands of both children and families, offering flexible, affordable and accessible provision where possible. This document provides guidance on the admission of 0-5 year old children into local authority early years centres. The policy also covers the application process for all three and four year old children and entitled two year olds accessing places with a funded provider in partnership with the Council.

The Early Years Admissions Policy sits within the context of the Education Service Early Years Strategic Plan and the Early Years Charging Policy.

The Children and Young People (Scotland) Act 2014 determines the eligibility of children, who are entitled to early learning and childcare and the policy has been updated to reflect the increase to 1140 funded hours.

2. 1140 Hours Delivery models

2.1 Overview

The pattern of attendance available in local authority early years centres is detailed below:

Option 1 - Funded hours only with no fees – extended year (48 weeks)

Times	Blocks	Funded hours only with no fees
8:00am -12.45pm	1	A combination of both am/pm /and/or full days can be taken. With a maximum of five blocks in any one week.
1:15pm -6.00pm	1	
8:00am- 5.30pm	2	

Option 2 - Funded hours with additional wrap around – extended year (48 weeks)

Times	Funded hours with additional wrap around
8:00pm - 12.45pm	A combination of hours can be chosen from blocks detailed. Any hours over 23 hours 45 minutes per week will be charged at the hourly rate specified in the guidance notes and charging policy.
1:15pm – 6.00pm	
8:00am – 5:00pm	
8:00am - 5.30pm	
8:00am – 6:00pm	

Option 1 and Option 2 funded hours are delivered over the full year (48 weeks). Funded hours are allocated from 1st August to 31st July.

***Option 3 Funded hours only with no fees - term time (38 weeks). Funded hours start from the start of new school term**

Time	Funded hours only - no fees
9:00am -3:00pm	Pattern follows school term and hours

***Option 3 funded hours are delivered over 38 weeks - term time. This option applies only to Craighead Early Years Centre in Milton of Campsie and Meadowburn Gaelic Medium Early Years Centre in Bishopbriggs.**

2.2 Local Authority Provision

Allocation of places will be completed by locality, following the admissions criteria banding outlined in **section 3**. Each locality provides a range of provision. The locality areas are set out in the table below.

Locality	Local Authority Early Years Centre	Provision
Bearsden/Milngavie /Torrance	Baljaffray Early Years Centre	3-5 year old Extended year, 8am-6pm
	Bearsden Early Years Centre (New centre in Bearsden)	2-5 year old Extended year, 8am-6pm
	Castlehill Early Years Centre	2-5 year old Extended year, 8am-6pm
	Clober Early Years Centre	2-5 year old Extended year, 8am-6pm
	Colquhoun Park Early Years Centre	2-5 year old Extended year, 8am-6pm
	Killermont Early Years Centre	3-5 year old Extended year, 8am-6pm
	Milngavie Early Years Centre	3-5 year old Extended year, 8am-6pm
	Oakburn Early Years Centre (New centre in Milngavie)	2-5 year old Extended year, 8am-6pm
	Torrance Early Years Centre	3-5 year old Extended year, 8am-6pm
Bishopbriggs	Auchinairn Early Years Centre	2-5 year old Extended year, 8am-6pm
	Cleddens Early Years Centre	0-5 year old Extended year, 8am-6pm
	Meadowburn Early Years Centre	3-5 year old Extended year, 8am-6pm
	Meadowburn Gaelic Medium Early Years Centre *	3-5 year old 9am-3pm, 38 weeks (term-time)
Kirkintilloch/Lenzie Milton of Campsie	Craighead Early Years Centre	2-5 year old. 9am-3pm, 38 weeks (term-time)
	Gartconner Early Years Centre	2-5 year old Extended year, 8am-6pm
	Hillhead Early Years Centre	0-5 year old.

Lennoxton Twechar		Extended year, 8am-6pm
	Holy Family Early Years Centre	3-5 year old Extended year , 8am-6pm
	Lairdsland Early Years Centre (New centre in Kirkintilloch)	2- 5 year old. Extended year, 8am-6pm
	Lennoxton Early Years Centre	2- 5 year old. Extended year, 8am-6pm
	Lenzie Meadow Early Years Centre	2-5 year old Extended year, 8am-6pm
	Twechar Early Years Centre	2- 5 year old. Extended year, 8am-6pm

*** Meadowburn Gaelic Provision is open to all EDC residents**

2.3 Meals and snacks

All eligible children accessing 1140 hour provision will be entitled to a funded meal, provided during funded hours' allocation. Details of the meals provided can be accessed from individual early years centres.

Lunches out with funded hours can purchased. Speak to your Early Years Centre about current charge.

Healthy snacks and water will be provided throughout the day for all children.

2.4 Funded provider early years centres and childminders in partnership with the Council

Funded providers is a term introduced by the Scottish Government to mean any provider of the funded early learning and childcare hours; including local authority provision or providers in the private, independent or third 'not-for-profit' sectors, and childminders.

In order to become a funded provider within the Council, providers will be required to meet the Scottish Government National Standard for Early Learning and Childcare providers. Local authorities are the guarantors of quality provision.

Applicants can choose to use their entitlement with a funded provider and/or a childminder, who are in partnership with the Council, and have met the criteria outlined in the Scottish Government National Standard as detailed above. Providers are required to meet these standards and financial sustainability as outlined in the tendering process with the Council in order to become a funded provider.

Applicants can access their child's funding entitlement from funded providers who have gained partnership with the Council.

Applicants should speak with their chosen provider to ensure they are in partnership.

Providers who are not in partnership will not receive funding for the entitled hours.

Details of the funded providers who are in partnership with the Council are available on the Council's [website](#).

Applicants are required to complete the funding application via the Council's website however, the funded provider will have responsibility for allocating the spaces in their own early years centre. Applicants should ensure their place is confirmed with their chosen provider prior to applying for funding.

2.5 Split/shared placement

Applicants can access their funding with more than one provider. An example of this is a local authority early years centre and a funded provider early years centre and/or a childminder. Another example is to split funding across two early years centres or childminders in different Council areas.

A minimum of two blocks is recommended with any provider to support continuity for children.

3 How places are allocated

3.1 Eligibility criteria

The criteria for eligibility is as follows:

- All children aged four are eligible for a funded place.
- Three year old children become eligible for funded early learning and childcare the day after their third birthday.
- Two year olds who are (or have been since they turned two) cared for by the local authority (looked after and accommodated) are eligible as detailed in section 4.2.4
- Two year olds who are (or have been since they turned two) cared for under a kinship care order, are eligible as detailed in section 4.2.4
- Two year olds from families assessed as requiring support (see LAP section 8), are eligible as detailed in section 4.2.4
- Children aged two from households in receipt of certain benefits (detailed below), are eligible as detailed in section 4.2.4
 - a) Income Support
 - b) Job Seeker's Allowance (income based)
 - c) Any income related element of Employment and Support Allowance
 - d) Incapacity or Severe Disablement Allowance
 - e) State Pension Credit
 - f) Child Tax Credit (but not Working Tax Credit) where income is less than £16,105.
 - g) Both maximum Child Tax Credit and maximum Working Tax Credit and income is under £7,320*
 - h) Support under part VI of the Immigration and Asylum Act 1999
 - i) Universal Credit (this can be claimed if income is less than £610 per month)

*This figure can change

3.2 Admission criteria

A set of criteria for all eligible children is used to ensure places for funded hours are allocated fairly. The criteria is set out below.

Criteria 1	Child protection and Safeguarding of Children – resident in East Dunbartonshire Council
a)	Child Protection and/or safeguarding is in place for the child by the Social Work Department, Education Services Educational Psychology and/or Health Services. This includes to support young parent(s) wishing to remain in school.
b)	Requests for Assistance from Social Work, Health and/or Education, considered and agreed by a multi-agency locality panel (<i>see section 8</i>)

Criteria 2	Deferred Entry to Primary School and Returning Children – resident in East Dunbartonshire Council
a)	Deferred Entry Children: any child who turns five between the first day of school term in August and the last day in February whose parent has exercised their right to defer entry to primary school (<i>see section 4.4</i>) - prioritised if returning to the same local authority early years centre.
b)	Four Year Old Returning Children: any child returning to the same local authority early years centre for their four year old place

Criteria 3	All other applicants resident within East Dunbartonshire Council
a)	<p>Ring-Fenced Three-Year-Old Places: A percentage of places will be ring fenced for the funded hour entitlement for new three-year-old children within each early years centre to ensure a mix of age groups across all early years centres. Priority is given to children who have attended the early years centre as a paying and/or supported two-year old place. This ensures continuity of care for the children. For all other applications, priority will be given to children who:</p> <ul style="list-style-type: none"> i) Reside within the locality ii) Have siblings that attend the same early years centre. <p>Any remaining ring-fenced spaces will be filled in order of children’s date of birth. Where there is one place and more than one child shares the same date of birth, a ballot would take place. Once ring-fenced spaces are filled, the remaining three-year-old applications should be considered under criteria 3c.</p>
b)	Returning Deferred Entry Children (2a) or Four-Year- Old Children (2c): who wish to attend a different local authority early years centre within the locality. .
c)	Residing Within the Locality: New applications for children aged four or three years old that reside within the locality. Priority will be given to any of the children who have siblings that attend the same early years centre. Places will then be filled in order of children’s date of birth. Where there is one place and more than one child shares the same date of birth, a ballot would take place. Where demand outweighs capacity for first choice early years centre we will aim to offer second choice early years centre; failing that, another early years centre in that locality will be offered (Section 2.2)
d)	Residing Out with the Locality: New applications for children aged four or three years old that reside out with the locality, but within EDC. Priority will be given to any of these children who have siblings that attend the same early years centre. Places will then be filled in order of children’s date of birth. Where there is one place and more than one child shares the same date of birth, a ballot would take place. Where demand outweighs capacity for first choice early years centre we will aim to offer second choice early years centre; failing that, another early years centre in that locality will be offered (Section 2.2)

Criteria 4	All other applicants resident out with East Dunbartonshire Council
	<p>Children residing out with East Dunbartonshire will be considered for a funded place after all East Dunbartonshire resident children have been accommodated.</p> <p>Due to the high demand for places from East Dunbartonshire residents for local authority early years centres, applicants living outwith East Dunbartonshire Council are advised to also apply to their own local authority for a funded place.</p>

3.3 Non-funded hours

In local authority early years centres, for new applications for non-funded hours, allocations will be made where capacity allows and will be prioritised as per the admissions criteria set out in 3.2

4. Applying for a place

4.1 Babies aged six weeks to two years olds

4.1.2 Local Authority provision for babies aged six weeks to two years old

Three early years centres offer places for children under the age of two:

Cleddens Early Years Centre, Bishopbriggs
Lennoxtown Early Years Centre, Lennoxtown
Hillhead Early Years Centre, Kirkintilloch

4.1.3 How to apply for a place for a child under two years

Each of the early years centres detailed above provides paying and *supported* places (see section 8). Those seeking paying places or a supported place should apply **directly** to their chosen early years centre. Any child, assessed as requiring support, must have a Request for Assistance from Social Work, Health or Education to support the application. Allocations are managed for children under two years old within the early years centre.

Supported places will be allocated with the expectation that parents will engage in some work related activity, such as job seeking, employability programmes, training, studying, centre events and family support programmes such as parenting programmes. Supported places will be reviewed by a multi-agency locality panel to monitor the impact of the place and the parent/carer’s engagement with services.

Applicants should be aware that a place for a child under two years does not automatically mean they will transition to a two year old place within that early years centre, as this is dependent on capacity within centre. However where possible the transition will be facilitated to provide continuity for the child.

4.1.4 Admissions process and criteria for children under two years old, resident within East Dunbartonshire Council

The criteria below is used to make sure allocation of places for children under two years are carried out fairly.

Criteria 1	Supported Places - Child protection and Safeguarding of Children aged under two years – resident within the locality and in East Dunbartonshire Council
a)	Child Protection and/or safeguarding is in place for the child by the Social Work Department, Education Services Educational Psychology and/or Health Services. This includes to support young parent(s) wishing to remain in school.
b)	Requests for Assistance from Social Work, Health and/or Education, considered and agreed by a multi-agency locality panel (<i>see section 8</i>)

Criteria 2	Paying Places for Children aged under two years – resident in East Dunbartonshire Council
a)	Resident within Locality. Where possible, priority will be given to children who have a sibling that attends the same early years centre.
b)	Resident outside locality but within ED

4.2 Two to three year old places

4.2.1

The local authority early years centres detailed below offer provision for children aged two to three. Funded providers may have capacity for two year old children that meet the criteria; applicants must secure places with funded providers prior to applying for funding (see section 4.2.2)

Local Authority Early Years Centre	Area	Locality
*Bearsden Early Years Centre	Bearsden	Bearsden/Milngavie /Torrance
Castlehill Early Years Centre	Bearsden	Bearsden/Milngavie /Torrance
Colquhoun Park Early Years Centre	Bearsden	Bearsden/Milngavie /Torrance
Clober Early Years Centre	Milngavie	Bearsden/Milngavie /Torrance
Oakburn Early Years Centre*	Milngavie	Bearsden/Milngavie /Torrance
Auchinairn Early Years Centre	Bishopbriggs	Bishopbriggs
Cleddens Early Years Centre	Bishopbriggs	Bishopbriggs
Lairdsland Early Years Centre*	Kirkintilloch	Kirkintilloch/Lenzie and the Villages
Gartconner Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie and the Villages
Hillhead Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie and the Villages
Lennoxton Early Years Centre	Lennoxton	Kirkintilloch/Lenzie and the Villages
Lenzie Meadow Early Years Centre	Lenzie	Kirkintilloch/Lenzie and the Villages
Craighead Early Years Centre	Milton of Campsie	Kirkintilloch/Lenzie and the Villages
Twechar Early Years Centre	Twechar	Kirkintilloch/Lenzie and the Villages

*New early years centres

4.2.2 How to apply for a place for a child aged two years

Applicants should complete the appropriate online application form, [available from the Council's website](#). A birth certificate, council tax bill and utility bill must be uploaded at the time of completing the application and, where applicable, proof of entitlement.

Any applicants that require formal support through Request for Assistance by Social Work, Health or Education, are still required to complete an application form as described above. If the first and second choice early years centre cannot be allocated, the nearest early years centre to the home address within the locality will be offered. Two year old entitled places

can be accessed from the **term after** the child’s second birthday. Children who are not eligible and have applied for a paying place can access early learning and childcare from their child’s second birthday, subject to availability

Supported places that have been reviewed and agreed by the multi-agency locality panel as requiring support can be allocated from the day after the child’s second birthday, subject to availability. There will be an expectation that parents will engage in some work related activity such as job seeking, employability programmes, training, studying, early years centre events and family support programmes such as parenting programmes. Supported places will be reviewed by the locality panel to monitor the impact of the place and the parent/carer’s engagement with services.

Applicants should be aware that they are required to complete an application for their entitled funded three year old place.

4.2.3 Eligible two year olds start date

Eligible two year olds will be entitled to begin their place on the term following their second birthday, as set out in the table below:

If a child is born from:	They will be eligible to start:
1 March to 31 August	August
1 September to 31 December	January
1 January to 28 February	April

4.2.4 Admissions process and criteria for children aged two to three years old.

The criteria below is used to make sure allocation of places for children under two years are carried out fairly.

Criteria 1	Supported Places - Child protection and Safeguarding of Children aged under two years – resident within the locality and in East Dunbartonshire Council
a)	Child Protection and/or safeguarding is in place for the child by the Social Work Department, Education Services Educational Psychology and/or Health Services. This includes to support young parent(s) wishing to remain in school.
b)	Requests for Assistance from Social Work, Health and/or Education, considered and agreed by a multi-agency locality panel (<i>see section 8</i>)

Criteria 2	Criteria for children two to three years old, resident within East Dunbartonshire Council
a)	Meet the eligibility criteria for funded early learning and childcare place for two year olds (outlined in section 3).

Criteria 3	Paying Places for Children aged two to three years old – resident in East Dunbartonshire Council
a)	Resident within Locality: children residing within the locality who are not eligible but parents wish to pay for the place. Where possible, priority will be given to: <ul style="list-style-type: none"> i) children who have a sibling that attends the same early years centre ii) children who have attended the early years centre in a paying and/or supported place

b)	Resident outside locality within EDC: children residing outwith the locality who are not eligible but parents wish to pay for the place. Priority will be given to children who have a sibling that attends the same early years centre
----	---

4.3 Three and four year old places

Children will be eligible for funding from the **day after** their third birthday. For children whose birthday falls on a holiday, funding will commence the first day after the holiday. Funding is allocated in line with the delivery model as set out in section 2.

4.3.1 How to apply for a place for a three or four year old child

Applicants should complete the appropriate application form as detailed below (see 4.5). Application forms should be completed online via the [Council’s website](#). A birth certificate, council tax bill and utility bill should be uploaded at the time of completing the application. Applications will be open from January until the last day of February each year.

- Any parent having difficulty accessing the online application should contact Early Years Shared Services or their nearest local authority early years centre.
- Any applicants that require formal support through Request for Assistance by Social Work, Health or Education, are still required to complete an application form as described above.
- Information about applying for places and the date for the receipt of completed application forms are fully advertised in the community through posters, website and social media.
- The Council endeavours to allocate first choice placement, however, a second choice of early years centre is requested should a place not be available at the first choice early years centre.
- If the first and second choice early years centre cannot be allocated, another local authority early years centre within the locality will be offered.
- All applications received after the closing date will be subject to available places and funding.

4.4 Deferred entry to school

All children whose fifth birthday falls between the day school commences in August and the last day of February in the following year **has the right to defer entry**, however most parents/carers choose to send their child to school when they are eligible to start. Children who have their fifth birthday between 1st March and the first day of term in August must start school and exceptions can only be made in extraordinary circumstances and where it would be considered in the best interests of the child to defer. Please see Deferred Entry to Primary School Guidance.

An additional **funded** year of early learning and childcare is automatic for children who turn five during **January and February**. In order for children who turn five between the first day of term in August and the 31st December to receive an additional year of funded early learning and childcare, parents/carers must submit an application for consideration by the Council. The procedures for this is included within the deferred entry to Primary School Guidance.

Parents/carers should register their child for school, even if they are intending to [apply for a deferred entry year](#). This is to ensure that their child’s place at school is secure, as this will be required if their application for funding of an additional year of early learning and

childcare is not successful and the parent/carer then chooses to send their child to school.

The deadline for applications for a deferred entry year is **31st January**.

<https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/early-years/deferred-entry-school>

Applicants may request to defer their child’s entry to primary school by completing a deferred entry year application form.

4.5 Application process and deadlines

Applying for a three or four year old place, or deferred entry to school place		Application form required	Deadline for submission
Deferred Entry – <i>right to defer</i>	Children born January or February	Complete an online deferred form	Last day in January
Deferred Entry <i>See guidance notes</i>	Children born August – December	Complete an online deferred form – <i>Additional supporting information required –See Deferred entry to School Guidance</i>	Last day in January
Four year old	Children aged three returning to a local authority early years centre for their four year old place	Complete the online continuation form	Last day in February
Four year old	Children aged three returning to a funded provider early years centre or childminder for their four year old place	Complete a new online registration form	Last day in February
Three year old	Children who will be turning three	Complete an online registration form	<i>See the Early Years Admissions Policy Guidance Notes</i>
Two year old	Children who will be turning two and are eligible <i>must meet eligibility criteria; see section 4.2</i> Paying places, subject to availability	Complete an online registration form	At any time
3months – two year old	Supported and paying places subject to availability <i>See section 4.1</i>	Apply directly to chosen early years centre	At any time

5. Funded provider early years centres and childminders in partnership with the Council

5.1 Admissions

Funded provider early years centres and childminders have their own admission policy and delivery models. Applicants are required to complete the funding application form via the Council’s online application process; however the funded provider will have responsibility for the allocation of places. Applicants must ensure a place is confirmed with their chosen funded provider prior to applying for funding.

6. Cross boundary funding

6.1 Applications for children who are resident out with East Dunbartonshire

The Council works with neighbouring authorities and has a Cross Boundary Protocol in place.

- Applications for children aged three to five years old who are residents in other Council areas may apply for a place with any provider in East Dunbartonshire. Funding would start the **month** following the child’s third birthday. For eligible 2 year old cross boundary placements the funding would start the **term following** the child’s second birthday.
- Applications will only be considered after all eligible East Dunbartonshire applications have been allocated. Therefore it is advised that applicants also submit an application to their resident Authority in the case that the cross boundary application cannot be met.
- Applicants must apply for funding adhering to the process and timescales outlined in section 4.5.
- As per the Cross Boundary Protocol, any late applications received after the last day in February are not guaranteed funding.

6.2 Admissions for children who live in East Dunbartonshire applying to other Councils

East Dunbartonshire residents may wish to apply for a place in an early years centre in another council. Applicants should contact the relevant local authority directly for advice on their admissions process. Applicants are advised to also submit an application to East Dunbartonshire (see section 4.5) in the case that their Cross Boundary application cannot be met.

7. Allocation of places

7.1 Placement offers

The early years calendar runs from 1st August (or agreed start date) to 31st July.

Age group	Placement notification
Eligible two year olds	Ongoing <i>Term following second birthday</i>
Supported place, children 3 months to two year olds	Ongoing <i>When place becomes available</i>
Paying place, children 3 months to two year olds	Ongoing <i>When place becomes available</i>
Three and Four year olds	Notified first week in May <i>If applicants have requested wrap-around care (additional paid hours) they must sign and return the contract prior to child</i>

	<i>starting. Failure to do so can result in a delay in a child's start date.</i>
--	--

7.2 Changes to allocation

Applicants wishing to request a change of attendance must complete an alteration form, which can be obtained, completed and returned to the early years centre. A period of four weeks' notice is required for any change. The early years centre will inform parents if the change can be accommodated. One change per term will be permitted. Any further changes within a term must be discussed with the early years centre management team and will be considered on an individual basis.

7.3 Charging

Information on charging is detailed within the Council's Early Years Charging Policy

- The hourly rate for early years provision is subject to review annually.
- Invoices are issued monthly and in advance.
- Two children attending an early years centre will receive a discount of 15%, applied to the fees for the older child.
- Three or more children attending an early years centre will receive a discount of 15% applied to the fees for the two older children.
- A 10% discount is applied for any child attending a full time place (50 hours per week).
- Charges will apply for all hours allocated to children under three (unless eligible)
- Charges will apply for children who are deferring entry as a result of parental choice (August – December birth dates; and have not been approved through the Early Years Deferred entry panel (See Deferred entry to school guidance)
- For places where applicants have purchased additional, wrap-around care, it is expected the child would not begin their extended contracted hours until following week, to support the child to settle in within the early years centre.

7.4 Absence

Applicants must inform the early years centre management team of any child with a long-term absence over a period of six weeks. In the event of a child's long-term illness, parents will not be charged for any contracted additional hours. Supporting evidence may be required.

8. Locality Panels

8.1 Locality Panel Members

Each locality, as defined in section 2, has an established Locality Panel. The role of the panel is to review and make decisions on Requests for Assistance for supported early years placements (*see section 8.2*), Deferred Entry applications, allocations and admissions, and other issues related to that particular locality. Locality Panel meetings will take place at key points throughout the year. The Early Years Central Team will chair the locality panel, and members will include representation from Health, Social Work and Depute Heads of Centre from the early years centres within the locality.

8.2 Request for Assistance

There will be circumstances where children will require additional support, including supported hours within early years provision. All applications for additional support must be applied for by completing a Request for Assistance (RFA) form. This is usually completed by Social Work, Health or Education. Applications will be reviewed and decisions made by the locality panel (*see section 8.1*) or the Early Years Community Assessment Team (EYCAT) (*see section 9.1*). There may be occasions when a RFA emergency place may be considered outwith the locality panel meetings. If this is the case, it will be discussed by no less than three professionals, with the decision reviewed and ratified at the next locality panel meeting.

The Depute Head of Centre or other early years centre manager is responsible for informing the originator of the Request for Assistance of the decision of the locality panel. The originator is responsible for informing the family of the locality panel decision. Parents should be aware that places are subject to review and may change.

The admissions criteria (*see section 3*) should be used unless there are exceptional circumstances. This must be detailed on a RFA application form and supporting evidence submitted. Exceptional circumstances require approval by the Education Officer (Early Years and Primary) or the Chief Education Officer.

9. Allocation of places for children with Additional Support Needs

9.1 Admissions for additional specialist resource and/or including specialist provision

The Early Years Community Assessment Team (EYCAT*) meets every month over school term to review request for assistance (RFA) applications received from centres and other professionals who are requesting additional support for a child.

Applicants referring to EYCAT can request support from a specialist resource like Educational Psychology, Early Years Teachers who can provide bespoke support and work with individual children and early years centre.

Requests can also be made for assessment within one of our specialist provisions detailed below:

- Campsie View Early Years Centre
- Castlehill Enhanced Learning Resource (ELR)
- Harestanes Enhanced Learning Resource (ELR)
- Wester Cleddens Enhanced Learning Resource (ELR)

Places at specialist provision are subject to a 10-week contextual assessment; at the end of this period, a recommendation will be submitted to the EYCAT for consideration. The EYCAT panel members will then recommend one of the options detailed below:

- Placement to finish - enhanced transition to mainstream placement with support.
- Continue at the Enhanced Learning Resource/ Campsie View placement.
- Continue at the Enhanced Learning Resource/ Campsie View placement (start of P1).

Any allocation for assessment places within specialist resources will be in addition to a child's funded entitlement within a mainstream setting.

** EYCAT is made up of representatives from the Education Inclusion Support Team, Educational Psychology, Social work, Health and Early Years Team (including staff from early years centres) and/or other agencies. Views of children and parents will be captured by early years centre staff.*

9.2 Inclusion

All early years centres focus on the development of a curriculum for all children. GIRFEC (Getting it Right for Every Child) principles underpin support provided to children. The Council's Including Every Learner policy details the process to ensure best outcomes for children.

10. Enquiries

10.1 Enquiry procedure

In the first instance, applicants who require clarification of the decisions made regarding admissions to early years centres should contact their early years centre. If further information is required, applicants should contact customer services. Tel: [0300 123 4510](tel:03001234510)

11. Complaints

11.1 Complaints procedure

If a parent has a complaint regarding the admissions procedures, they can refer to the Council's complaints procedure which is available on the East Dunbartonshire website. <https://www.eastdunbarton.gov.uk/webform/submit-complaint>