



Early Years Admissions Policy

**East Dunbartonshire Council
Education Service**

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East Dunbartonshire Council Early Years Admissions Policy

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East Dunbartonshire Council Early Years Admissions Policy

1. Rationale

1.1. High quality early learning and childcare

East Dunbartonshire Council (the Council) is committed to the provision of high quality early learning and childcare for all children. The aim is to provide places that meet the needs and requirements 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, including guidance on the charging of any requested extended hours. The policy also covers the application process for all three and four year old children and eligible 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. 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 as follows:

Option 1 - Funded hours only with no fees – extended year over 48 weeks (1 st August and 31 st July)		
Times	Blocks	Funded hours only with no fees
8:00am – 12:45pm	1	Max of 5 blocks per week. Combination of both am/pm and/or full days is available
1:15pm – 6:00pm	1	
8:00am – 5:30pm	2	

Option 2 - Funded hours with extended hours – extended year over 48 weeks (1 st August and 31 st July)	
Times	Funded hours with additional wrap around
8:00am – 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 (<i>NB: rate is subject to change - see Early Years FAQs section on the Council website.</i>)
1:15pm – 6:00pm	
8:00am – 5:00pm	
8:00am – 5:30pm	
8:00am – 6:00pm	

Option 3 - Funded hours only with no fees - term time over 38 weeks (First through to last day of school term)	
Times	Funded hours only with no fees
9.00am – 3.00pm	Pattern follows school term and hours. Applies only to Craighead Early Years Centre in Milton of Campsie and Meadowburn Gaelic Early Years Centre in Bishopbriggs

2.2. Local Authority provision

Allocation of places is carried out 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	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	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, term time, 9am-3pm
Kirkintilloch/ Lenzie/ Milton of Campsie/ Lennoxton / Twechar	Craighead Early Years Centre	2-5 year old, term time, 9am-3pm
	Gartconner Early Years Centre	2-5 year old, extended year, 8am-6pm
	Hillhead Early Years Centre	0-5 year old, extended year, 8am-6pm
	Holy Family Early Years Centre	3-5 year old, extended year, 8am-6pm
	Lairdsland Early Years Centre	2-5 year old, extended year, 8am-6pm
	Lennoxton Early Years Centre	0-5 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 East Dunbartonshire 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. Healthy snacks, milk 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 East Dunbartonshire, providers will be required to meet the [Scottish Government National Standard for Early Learning and Childcare providers](#) and meet a financial sustainability standard as outlined in the tendering process with the Council. Local authorities are the guarantors of quality provision.

Applicants can choose to use their entitlement with a [funded provider and/or a childminder, who is working in partnership with the Council](#). Providers who are not in partnership cannot claim funding for eligible hours.

2.4.1. Funded provider admissions policy and delivery models

Funded provider early years centres and childminders have their own admission policy and delivery models. Applicants should speak with their chosen provider to ensure they are in partnership and have a space available; the funded provider will have responsibility for the allocation of places at their provision. Applicants are required to complete the [appropriate online application](#) to secure their child's funding once their place is confirmed with their chosen provider, within the timescales in section 4.5

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. To ensure continuity of care for children, it is recommended that applicants take a minimum of two blocks with providers. Applicants can specify on the application form as to how the funded hours are to be allocated.

3. How places are allocated

3.1. Eligibility criteria

The criteria are as follows:

- 3.1.1.** All children aged four, including those in their deferred entry to primary school year, are eligible for a funded place.
- 3.1.2.** Three year old children resident in East Dunbartonshire become eligible for funded early learning and childcare the day after their third birthday, if choosing funded provision within the Council.
- 3.1.3.** Eligible two year old children qualify for funded early learning and childcare from the term after their second birthday. The [two year old eligibility criteria is set by Scottish Government](#) and is subject to review annually. The up-to-date criteria can also be found under the [FAQs section of the Early Years How to Apply](#) page of the Council website.

3.2. Admissions criteria for children aged 3 and 4 years old, including four year old children in their deferred entry place.

The following criteria sets out the process for allocating funded hours places for all eligible three and four year old children.

Criteria 1	Child protection and Safeguarding of Children – resident in East Dunbartonshire
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 supporting 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 7</i>)

Criteria 2	Deferred Entry to Primary School and Returning Children – resident in East Dunbartonshire
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
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 will take place. Once ring-fenced spaces are filled, the remaining three year old applications should be considered under criteria 3c.</p>
b)	Deferred Entry Children (2a) and returning local authority centre Four-Year-Old Children (2c): who wish to attend a different local authority early years

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 centre and will be filled in order of children's date of birth. Remaining applications will then be allocated 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 will take place. Where demand outweighs capacity for first choice early years centre the Council will aim to offer second choice early years centre; failing that, another early years centre will be offered (Section 2.2)
d)	Residing out with the Locality: New applications for children aged four or three years old that reside outwith the locality, but within East Dunbartonshire. Priority will be given to any of these children who have siblings that attend the same early years centre and will be filled in order of children's date of birth. Remaining applications will then be allocated 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 will take place. Where demand outweighs capacity for first choice early years centre the Council will aim to offer second choice early years centre; failing that, another early years centre will be offered (Section 2.2)

Criteria 4	All other applicants resident outwith East Dunbartonshire
	<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>Please note:</p> <ul style="list-style-type: none"> • Due to the high demand for places from East Dunbartonshire residents for local authority early years centres, applicants living out with East Dunbartonshire are advised to also apply to their own local authority for a funded place. • Confirmation of places for cross boundary applications will be delayed as all East Dunbartonshire residents applications are prioritised, including late applications; • The cross-boundary protocol should be read carefully in conjunction with the East Dunbartonshire Council Admissions policy; see section 5.

3.3. Extended hours in local authority early years centres

Applications for the purchase of extended hours in local authority early years centres will be made where capacity allows, and will be prioritised as per the admissions criteria set out in section 3.2.

4. Applying for a place

4.1. Babies aged six weeks to two years old places

4.1.1. Local authority provision for babies six weeks to two years old

The following three local authority early years centres offer places for children under the age of two for both supported placements and paying places. Those seeking a supported place must first contact their Health Visitor and discuss the request for assistance process (see section 7).

Local Authority Early Years Centre	Area	Locality
Cleddens Early Years Centre	Bishopbriggs	Bishopbriggs
Hillhead Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie/The Villages
Lennoxton Early Years Centre	Lennoxton	Kirkintilloch/Lenzie/The Villages

4.1.2. How to apply for a place for a baby six weeks to two years old

An [online application](#) can be submitted to request a supported place or paying place. 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. Where possible, the transition will be facilitated to provide continuity for the child

4.1.3. Admissions process and criteria for children six weeks to two years old, residing in East Dunbartonshire

The following set of criteria sets out the process for allocating places for children six weeks to two years. These spaces are ring-fenced for East Dunbartonshire residents.

Criteria 1	Supported Places - Child protection and Safeguarding of Children aged under two years – resident within the locality and in East Dunbartonshire
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 supporting 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 (see section 7)

Criteria 2	Paying Places for Children aged under two years – resident in East Dunbartonshire
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 East Dunbartonshire.

4.2. Two to three year old places

4.2.1. Local authority provision for children aged two years old

The local authority early years centres detailed below offer provision for children aged two years old. Funded providers may have capacity for eligible two year old children; applicants must secure places with funded providers prior to applying for funding.

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/The Villages
Gartconner Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie/The Villages
Hillhead Early Years Centre	Kirkintilloch	Kirkintilloch/Lenzie/The Villages
Lennoxtown Early Years Centre	Lennoxtown	Kirkintilloch/Lenzie/The Villages
Lenzie Meadow Early Years Centre	Lenzie	Kirkintilloch/Lenzie/The Villages
Craighead Early Years Centre	Milton of Campsie	Kirkintilloch/Lenzie/The Villages
Twechar Early Years Centre	Twechar	Kirkintilloch/Lenzie/The Villages

4.2.2. How to apply for a place for children aged two years old

The early years centres detailed in point 4.2.1 provide eligible places, paying places and supported places (see section 7). In order to ensure eligible two year old children are able to access their funded entitlement, a certain amount of two year old places must be kept within local authority early years centres. Applicants should complete the [online application form](#). A birth certificate, council tax bill and utility bill must be uploaded at the time of completing the application. Proof of entitlement is also required for applicants for an eligible two year old place; this must be evidenced within three months of the child's agreed start date, so this may require to be re-submitted after the initial application period. If supported hours have been agreed via the multi-agency locality panel (see section 7), an application form is required prior to the child commencing a place. If the first and second choice early years centre cannot be allocated, the nearest early years centre to the home address will be offered. Two year old eligible 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. Applicants will also be required to complete an application for their child's three and four year old place.

4.2.3. Eligible two year olds start dates

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 years old

The following criteria sets out the process for allocating places for children aged two years.

Criteria 1	Supported Places - Child protection and Safeguarding of Children aged two years – resident within the locality and in East Dunbartonshire
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 supporting 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 (see section 7).

Criteria 2	Eligible two year olds residing within East Dunbartonshire
a)	Children who reside within East Dunbartonshire and meet the eligibility criteria (outlined in section 3) for funded early learning and childcare places.

Criteria 3	Non-eligible two year olds residing within East Dunbartonshire
a)	Paying places – children residing within the locality who are not eligible but parents wish to pay for the place. Where possible, priority will be given to children: <ul style="list-style-type: none"> i) with a sibling attending the same early years centre ii) who have attended the early years centre in a paying / supported place.
b)	Paying places - children residing within East Dunbartonshire but out with the locality who are not eligible but parents wish to pay for the place. Priority will be given to children <ul style="list-style-type: none"> i) with a sibling attending the same early years centre ii) who have attended the early years centre in a paying / supported place.

Criteria 4	Criteria for two year olds resident out with East Dunbartonshire
a)	Children who reside out with East Dunbartonshire and meet the eligibility criteria (outlined in section 3) for funded early learning and childcare places.
b)	Paying places – children residing out with East Dunbartonshire who are not eligible but parents wish to pay for the place. Priority is given to children with a sibling attending the same early years centre.

4.3. Three and four year old places

4.3.1. Three and four year old children start dates

Three year old children resident in East Dunbartonshire become eligible for funded early learning and childcare the day after their third birthday, if choosing funded provision within the Council. 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.

4.3.2. How to apply for a place for children aged three and four years old

Applicants should complete the appropriate [online application form](#) (see section 4.5). Applications will open in January. Any applications received after the last day of February each year will be classified as a late application.

If a three year old child is returning to the same local authority or funded provider early years centre for their four year old place (as per admissions criteria 2b), the returning 4 year old place will be allocated without the need to resubmit a new application. Early years centres will contact parents of three year old children in January to confirm if their child will be returning to the same centre. If parents wish their child to return to the same local authority early years centre, but wish to amend their child's attendance pattern, they must complete the [online alteration form](#). This alteration form is not required if the child is returning to the same funded provider early years centre. If a parent wishes to change the early years centre that their returning four year old attends, they will be required to [complete a new 3 and 4 year old application](#) (as per admissions criteria 3b).

- A birth certificate, council tax bill and utility bill should be uploaded at submission of the application.
- 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 advertised in the community via social media, the Council website and early years centres.
- The Council endeavors 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 will be offered.
- All late applications received after the closing date will be subject to available places and funding.

4.4. Deferred entry to primary school

Parents have the legal right to defer their child's entry to primary school if their child's fifth birthday falls on or between the first day of the school term in August and the last day of the following February, and these children will be automatically entitled to 1140 hours of funded early learning and childcare for their deferred entry year.

Children who have their fifth birthday between 1st March and the first day of term in August must start school. Exceptions are only made in extraordinary circumstances, and where it would be considered in the best interests of the child to further delay their school start date. This would normally only apply to children with significant additional support needs.

If the child is eligible and resides in East Dunbartonshire and the parent wishes to defer their child's entry to primary one, the following must take place:

- Register their child in catchment primary school to hold place until deferred entry year is allocated and accepted. The school [online application link](#) opens around the beginning November. If parent later accepts the deferred entry year and rejects the primary one place, the parent must re-register their child for primary school again in the following year.
- Inform current early learning and childcare provider of intention to defer the child's entry into primary school and intention to either remain at current provision or move to a different provider. Parents should be aware of the implications in terms of allocation priority if changing provider, see section 3.2
- Completion of a [Deferred Entry to Primary School Application](#). Applications open around mid November, and close on the last day of January. Applications received on time will be included in the early years allocations and admissions process. Late applications received after the closing date will not be considered until the allocations process is complete – around May; this may have implications in terms of available spaces in early years centres.

Notification of deferred entry places will take place around the middle of March. On receipt of this notification, Parents/ Carers must either accept the additional year of 1140 hours of funded early learning and childcare and give up their child's place in primary one, or decline the early years place and retain their child's primary one request.

Note: If a child resides out with East Dunbartonshire and the parent chooses to access an additional year of funding, the parent must complete a deferred entry application for the host authority and also contact the resident authority as additional paperwork may be required to ensure approval of funding. Applications will only be considered after all eligible East Dunbartonshire applications have been allocated.

4.5. Application process and deadlines

The table below outlines the application process and deadlines for submissions.

Application category	Online Application form required	Submission deadline
Deferred Entry <i>Children not yet 5 on first day of school term – right to defer</i>	Deferred Entry P1 registration form (required)	Last day of January
Four year old – local authority <i>Returning to the same local authority centre; no change to pattern of attendance</i>	No form required	Centre will confirm return and pattern with parent
Four year old – local authority <i>Returning to the same local authority centre; wishing to change pattern of attendance</i>	Alteration Form	Last day of February
Four year old – funded provider <i>Returning to the same funded provider centre or childminder (no matter whether changing pattern of attendance or not)</i>	No form required	Parents must liaise directly with their funded provider to confirm place. Last day of February
Four year old – change of provider <i>Any change to a different early years centre (local authority or funded provider centre or childminder) or new split placement</i>	3 and 4 year old application form	Last day of February
Four year old – new to East Dunbartonshire <i>New to the area</i>	3 and 4 year old application form	Last day of February
Three year old <i>All three year old children; local authority and funded provider applications. NB: children receiving additional March-July 3 year old funding must also re-apply</i>	3 and 4 year old application form	Last day of February
Two year old – eligible (local authority and funded providers) and paying place (local authority only). <i>Children who meet eligibility criteria (section 4.2); or Parents wishing to pay for a place.</i>	2 year old application form	At any time from child's first birthday.
Babies aged six weeks to two years old (local authority only). <i>Request for Assistance supported place; or Parents wishing to pay for a place</i>	6 week to 2 year old application form	At any time from child's birth

5. Cross boundary funding

5.1. 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 and eligible two year olds who are residents in other Council areas may apply for a place with any provider in East Dunbartonshire. Funding will commence the first Monday of the month following the child's third birthday. For eligible 2 year old cross boundary placements, the funding will commence 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.

Applicants must re-apply for funding for a child's cross boundary 4 year old place, by completing the New 3 and 4 year old application form prior to the last day in February. As per the Cross Boundary Protocol, any late applications received after the last day in February are not guaranteed funding.

5.2. 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 the Council (see section 4.5) in the case that their cross boundary application cannot be allocated.

6. Allocation of places

6.1. Placement and notification of allocation

The early years calendar runs from 1st August (or agreed start date) to 31st July. The following table sets out when allocations are carried out and when parents can expect to be offered an allocation.

Age group	Placement	Notification
Six weeks – two year olds <i>Supported place</i>	Ongoing	Request for Assistance – referrer will liaise with applicant (see section 7)
Six weeks – two year olds <i>Paying place</i>	Ongoing	When place becomes available. Endeavour to give 3 months' notice.
Eligible two year olds	Ongoing	Endeavour to give 3 months' notice of start date. Child can start from the first day of the term following child's second birthday
Two year olds <i>Supported place</i>	Ongoing	Request for Assistance – referrer will liaise with applicant (see section 7)

<i>Cont.</i> Age group	Placement	Notification
Paying two year olds <i>Local authority centres only</i>	Ongoing	When a place becomes available Endeavour to give 3 months' notice. Child can start from date of child's second birthday
Three and four year olds <i>Including where parents have requested extended (paying) hours</i>	1 st August (or agreed /applicable start date)	End of April
Deferred entry four year old children <i>Including where parents have requested extended (paying) hours</i>	1 st August	Mid-March

6.2. Changes to allocation

Applicants wishing to request a change of attendance in a Local Authority Centre must complete an [online alteration form](#). This includes any changes to pattern for a returning four year old place. For changes during term time, 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 is permitted. This does not include a change of pattern for a returning four year old place. Any further changes during the same term must be discussed with the early years centre management team and will be considered on an individual basis.

6.3. Charging

- The hourly rate for early years provision is subject to review annually and will be available under the [FAQs section of the Early Years How to Apply](#) page of the Council website.
- An Extended Hours Contract and a Confirmation of Fees Letter will be issued to parents. The extended hours will not commence until parent has completed and submitted the Extended Hours Contract Agreement.
- For places where applicants have purchased extended hours, if required, the child will begin their extended contracted hours the following week, to support the child to settle within the early years centre.
- 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 over and above any funded hours.

6.4. 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.

7. Locality Panels and Supported Places

7.1. 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 7) 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.

7.2. Request for assistance for supported places

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 7) or the Early Years Community Assessment Team (EYCAT) (see section 8).

There may be occasions when an RFA emergency place is considered out with the Locality Panel meetings. If this is the case, it will be discussed and agreed by no less than three professionals, and their decision will be reviewed and ratified at the next Locality Panel meeting. Supported places are allocated with the expectation that parents will engage with activities and/or groups that will support them to move out of the position of crisis. This may include taking part in parenting or family support groups, and/or addiction or mental health support groups, and/or a work related activity, such as job seeking, employability programme, training or study.

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 agreed for a short period, are subject to regular review and may change, including being reduced or removed.

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 Quality Improvement Manager (Early Years) or the Chief Education Officer.

8. Allocation of places for children with additional support needs (ASN)

8.1. Admissions for additional specialist resource and/or including specialist provision

The Early Years Community Assessment Team (EYCAT) is chaired by the ASN and Children's Services Team, alongside representatives from Educational Psychology, Social Work, Health, and Early Years (a central team and an early years centre representative).

EYCAT meets every 4 weeks over the school term to review Request for Assistance (RFA) applications received from centres and other professionals who are requesting additional support for a child. Parental consent to share information with the EYCAT panel is part of the RFA process. The views of children and parents are central to the process and are recorded on the RFA and by their early years centre management team.

Applicants referring to EYCAT can request support from a specialist resource. This could include:

- Educational Psychology and / or Early Years Teachers who can provide bespoke support;
- Outreach Services: assessment / support by Castlehill, Harestanes or Wester Cleddens Enhanced Learning Resource (ELR) outreach services within the child's mainstream early years centre
- 10 week contextual assessment at Woodland View Early Years Centre, specialist early years provision. This assessment place will be in addition to the child's funded entitlement at their mainstream setting. The assessment place will conclude with a recommendation to EYCAT for next steps. EYCAT will then recommend one of the following options:
 - Placement to finish - enhanced transition to mainstream placement with support.
 - Continue at the Woodland View placement.

8.2. Inclusion

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

9. Enquiries

9.1. 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 on earlyyears@eastdunbarton.gov.uk or Tel: 0300 123 4510

10. Complaints

10.1. Complaints procedure

Parents are able to [submit a complaint](#) in relation to the admissions process if required.