

EARLY LEARNING AND CHILDCARE (EARLY YEARS) GUIDANCE NOTES

ADDITIONAL YEAR/DEFERRED ENTRY

If you wish to defer your child's school entry you should still register your child at their catchment primary school and complete the **Additional Year/Deferred Entry application form**. **The closing date for this is the 31st of January 2020.**

The entry to a primary school in East Dunbartonshire is at the start of the new session in August each year. If your child's birthday falls between August 2015 and February 2016 you are entitled to apply to defer entry to primary school.

Children whose birthdays fall in January and February are entitled to an additional year of funded early years provision.

Children whose birthday falls between August to December will be considered for funding by the Early Years Community Assessment Team (EYCAT). EYCAT will request additional information about your child's learning from their Early Years Centre. Reports will be requested from your child's Early Years Centre and any other agencies involved with your child's development.

You are advised to discuss your child's progress and deferred entry to Primary 1 with the head teacher of the intended primary school or head of centre working at your current Early Years Centre.

The head teacher/head of centre will complete and sign a pro forma in relation to your application.

The [Early Years Admission Policy](#) is available on the website. Section 4.4 of this policy provides details on how we allocate deferred entry funding and placements. It is not always possible to place all children in the centre of your choice.

Further advice is available from the Early Years Team (0300 123 4510)

Form guidance

Declaration

Please tick the box to confirm you have read and understood the guidance notes and enter your name after you have read the declaration. If you move home or your circumstances change after completing your application, you must inform us by email to earlyyears@eastdunbarton.gov.uk

Parent/carer/guardian details

You will need to provide your name and address. The person applying on behalf of the child should be the person with parental responsibility for them. Your contact details are vital - please ensure you include an up-to-date telephone number and email address.

Child details

You will need to provide your child's full name and address (this must be the address where your child normally lives. If you have shared custody, the principal address will be considered) date of birth, birth certificate number and sex. Please provide the name of any sibling(s) attending the centre at the point your child would be due to start. Advise us if the child is a twin, triplet etc. this will help us to allocate siblings to the same centre.

Application details

Please select the early years centre your child currently attends – this may be a non East Dunbartonshire Council centre. If this is the case select other and provide the centre name in the box provided.

Select the name of the primary school you have enrolled your child at. If this is not a school within East Dunbartonshire council primary school, select other and provide the school name in the box provided.

Select the centre you wish your child to attend for the additional/deferred year from the dropdown list and complete the days and sessions/times. If you chose to send your child to a partnership nursery you will need to secure a place with the centre **before** completing the application form.

Additional Information to support application

Please include as much detail as possible within this section. You should indicate your reasons for requesting an additional funded year.

Please indicate whether your child has any additional support needs.

For some children the opportunity to defer entry to primary school will be linked to wellbeing as well as learning needs. Any application to defer a child's entry to primary school should highlight the educational benefits to the child.

Split funding

If you want to split your funding between 2 centres, select a second centre from the dropdown list and complete the requested days and sessions/times.

Child's birthday information

Select the birthday date range from the drop down list and tick the relevant statement and follow any guidance provided.