

East Dunbartonshire Council

Parent /carer Information on requests for Early Entry to School

Introduction

Children start school aged between 4.5yrs and 5.5yrs, depending on when the child's birthday falls.

Arrangements for entry to primary schools are on a once a year basis - at the start of the new session in August each year. Children whose 5th birthday falls between 1st March of that year and the last day of February of the following year will automatically be admitted to school.

Parents/Carers whose child has a birthday after this date may request that their child be admitted early by making an early entry request. The main reason for submitting an early entry request would be that the parent/carers believe that a child's educational or social needs cannot be met within an early years context.

Applications for early entry to school will only be considered for children whose parents/carers are resident in the East Dunbartonshire authority area.

Parents/Carers can only make an early entry request for placement in their child's local catchment school.

Procedures for early entry request

Parents/Carers should inform the child's Early Years Centre of their intention to make an early entry request as soon as possible, ideally this should be at the start of the child's four year old place at nursery. This allows Early Years Practitioners to gather evidence to inform decision making processes.

In January of each year, local press advertisements will advise parents/carers of the procedures for enrolling their child in primary school. Applications for early entry to school should be made at this time and must be submitted by **31 January 2022**.

Early entry application forms are available from the East Dunbartonshire Council website - Completed forms should be emailed to: sharedservices.education@eastdunbarton.gov.uk. An acknowledgement will be sent within 5 working days of receipt of the application form.

In order to ensure your child's place at early learning and childcare is secure should your application for Early Entry be unsuccessful, parents/carers should also complete the required paperwork or application as follows:

* If you wish your child to return to the same early years centre, on the same pattern as their 3 year old place, you should confirm this by email to the Depute Head of Centre by the last day of February;

* If your child attends a local authority early years centre and you wish your child to return to the same early years centre on an alternative pattern to their 3 year old place, you should complete the online Early Years Alteration Request Form (available from

7/1/22). The closing date for this form is the last day of February.

* If your child attends a funded provider early years centre or Childminder and you wish your child to return to the same early years centre or Childminder on an alternative pattern to their 3 year old place, you should liaise directly with the Centre Manager or Childminder, who will in turn liaise with the Council. The closing date for this information is the last day of February.

* If you wish your child to attend a different early years centre for their 4 year old place, you should complete a new online application (new 3 or 4 year old application form).

Factors to consider

Parents/Carers should consider the following factors when considering an early entry request to school:

- The early level curriculum spans the two years of learning in Early Years Centres and Primary 1. The Curriculum for Excellence provides continuity for all children and young people aged from 3 to 18.
- Some children will start learning at different levels earlier and others later, depending upon individual needs and aptitudes. The curriculum allows planning to ensure that children's needs are met, including those children who are particularly high attaining.
- Research highlights that an extended period of play-based early education makes a significant difference to learning and well-being through the primary school years (EPPE Project 2004)
- There is little evidence to suggest that early entry to school offers long-term educational advantage and some evidence suggests that it may have a negative impact on children's emotional wellbeing (Graw 2011)
- When thinking about early entry, consideration should be given to the long term implications e.g. wellbeing on transition to secondary school.

Decisions about early entry requests

When making decisions about requests for early entry to school, all aspects of a child's wellbeing need to be considered.

Early Years Practitioners will use key aspects of Getting it Right for Every Child (GIRFEC) to assess a child's wellbeing, learning and development. They will use the GIRFEC wellbeing indicators - Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included - to gather the views of the child, the parents/carers and other relevant information that will help to inform decisions.

A collaborative report based on the child's progress in literacy, numeracy, and health and wellbeing will be submitted to the East Dunbartonshire Council Early Years Community Assessment Team (EYCAT).

EYCAT will make a decision, based on the information gathered, as to whether an application for early entry to school should be granted.

Parents/Carers will be notified of the outcome of an early entry request. If a request for early entry is successful, parents/carers will receive a letter to enrol their child in primary school.

If an early entry request is unsuccessful, parents/carers will be advised of this. It is not possible to make an appeal against this decision.

The Local Authority Education Service has discretion as to the school in which the child is placed. Where there are more requests than there are places available for the P1 stage at a particular school all requests will be considered in line with the council's priorities for admission to school.

Transport

East Dunbartonshire Council policy is to provide free transport to all primary pupils who live one mile or more, by the recognised shortest safe walking route, and attend their catchment school. This policy is more than required legally, and therefore may be reviewed at any time.

If an early entry child is offered a place in the catchment area school, transport will be provided in accordance with this policy.

Further information

This information provides general guidance about requests for early entry to school. Other information on admission of children under school age to primary school may be found in the Standards in Scotland's Schools etc Act 2000 (Section 38).

In the first instance, early entry requests should be discussed with the child's Early Learning and Childcare Centre. For additional information and advice contact:

Lissie Faulks - Inclusion Support Officer: 0300 123 4510

Sheena Fraser- Early Years Service Manager: 0300 123 4510

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:

**East Dunbartonshire Council
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
Tel: 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

Application for:
**Early entry to school
2022/23**



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

School Requested Details (school to which early entry is sought)	
Name of School *	
Year/Stage *	

If an early request has been made previously please state:	
Name of School:	
Result:	

Personal Details (Name of parent/carer)		
Title * (Mr, Mrs, Miss, Ms, etc.)		
Surname *		
First Name *		
Full Address *		
Post Code *		
Telephone number *	Daytime:	Mobile *:
Email address*		

Child Details		
Surname *		
First Name *		
Sex *	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of Birth *		
Religion		

Sibling Details	
Does the child have a brother/sister at the school to which the application is sought, who will be in attendance on the anticipated start date , if the early entry is successful?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes * Siblings name(s)	
Current Year group (s)	

Declaration by Parent or Carer

I, as parent/carer of _____
understand that the form will be returned to me if I fail to enclose all relevant documentation or have not completed the application form in full; and

I declare that the information that I have given on this form and any supporting documentation is correct and complete.

I understand that I must report any changes of circumstances which might affect this application.

I understand that if a school place is granted on the basis of incomplete, false or misleading information made by me that this may invalidate my application or the child/young person's place at the requested school.

I understand that if I give information that is incorrect or incomplete that I may be prosecuted.

I declare that, to the best of my knowledge and belief, all the information I have given in connection with the application is full and correct in every respect. I understand that providing false information may invalidate my application or the child/young person's place at the requested school.

I authorise you to check the information, I have provided, with other sources as allowed by law.

Signature of parent/carer

Date