

INVERCLYDE COUNCIL  
EARLY LEARNING AND CHILDCARE  
ADMISSION POLICY

## **Introduction**

Inverclyde Council is committed to the delivery of flexible high quality Early Learning and Childcare. The admission policy ensures that places are allocated fairly and transparently.

## **Policy**

This policy provides guidance for Heads of Establishments in the allocation of nursery placements.

## ADMISSION POLICY BANDINGS 0 - 5 YEARS

Band 1	<p><b>Emergency admissions (0 - 5 years)</b></p> <p>a) Children referred in emergency situations by Social Work who have been identified through Child Protection procedures.</p> <p>b) Children born to mothers under the age of 16 years or in full time education provided within a secondary school to allow the mother to return to education.</p>
Band 2	<p><b>Looked after 2 year olds / Children in Need or Children with Additional Support for Learning Needs: (0 - 5 years) / Children who are entitled to a funded 2 year old place whose parents are in receipt of qualifying benefits</b></p> <p>a) Any 2 year old child who is “looked after” or subject to a Kinship Care order or has at any point been looked after since their second birthday.</p> <p>b) Children referred by:</p> <ul style="list-style-type: none"> <li>• Social Work</li> <li>• Speech &amp; Language Therapy</li> <li>• Health Professionals</li> <li>• Educational Psychologist</li> <li>• Other professionals / agency</li> </ul> <p>as being “in need” in terms of the Children (Scotland) Act 1995 or Education (Additional Support for Learning) (Scotland) Act 2004 and 2009 or Children and Young People (Scotland) Act 2014.</p> <p>c) Children who are entitled to a funded 2 year old place whose parents are in receipt of qualifying benefits and are referred by the below professional agencies.</p> <ul style="list-style-type: none"> <li>• Social Work</li> <li>• Speech &amp; Language Therapy</li> <li>• Health Professionals</li> <li>• Educational Psychologist</li> <li>• Other professionals / agency</li> </ul> <p>as being “in need” in terms of the Children (Scotland) Act 1995 or Education (Additional Support for Learning) (Scotland) Act 2004 and 2009 or Children and Young People (Scotland) Act 2014.</p> <p>d) Children who are entitled to a funded 2 year old place whose parents are in receipt of qualifying benefits.</p> <p>e) Children who are entitled to a funded 2 year old place whose parents are in receipt of qualifying benefits and any 2 year old child who is “looked after” or subject to a Kinship Care order or has at any point been looked after since their second birthday.</p>
Band 3	<p><b>Children in a deferred year (3-5 years)</b></p> <p>a) Children with January / February birthdays whose parents wish deferred entry to primary school.</p> <p>b) Children who are granted a deferred year by the “Additional Support Needs” Monitoring forum.</p>
Band 4	<p><b>Children in their pre-school year, within establishments defined area (3–5 years)</b></p> <p>a) Children with a sibling in a deferred year.</p> <p>b) Children living within the establishments’ defined area (in order of intake).</p>
Band 5	<p><b>Children in their ante pre-school year, within establishments defined area (3–5 years)</b></p> <p>a) Children who have attended an establishment prior to their ante-pre / pre-school place for the purpose of employment, education or training or an entitled 2 year old funded place.</p> <p>b) Children with a sibling in a deferred year / pre-school placement.</p> <p>c) Children living within the establishments’ defined area (in order of intake).</p>
Band 6	<p><b>Children in their pre - school &amp; ante pre-school outside establishments defined area (3-5 years)</b></p> <p>a) Pre-school children living outside the establishments’ defined area (in order of intake).</p> <p>b) Ante pre-school children living outside establishments’ defined area (in order of intake)</p>

<b>Band 7</b>	<b>Children resident out with Inverclyde (0-5 years)</b>
	a) Children in their pre-school year from outwith Inverclyde.
	b) Children in their ante pre-school year from outwith Inverclyde.
	c) Children under 3 years - Band 1a & 2a,b ONLY. (Must be approved by Quality Improvement Officer Early Years)

## ADMISSION INTAKE TIMELINE

### 2 year old Early Learning and Childcare Place children whose parents are in receipt of qualifying benefits

Birthday Dates	Intake	Intake Month	Admission Timeline
1 <sup>st</sup> March – 31 <sup>st</sup> August	1	August	At start of term in August and before last day of August
1 <sup>st</sup> September – 31 <sup>st</sup> December	2	January	Start of term in January and before the 3rd week of January
1 <sup>st</sup> January – Last day in February	3	April	After Easter Term before 1 <sup>st</sup> day of May *

\*This may change depending on when Easter term falls

### 3 - 5 year old Early Learning and Childcare Place

Birthday Dates	Intake	Intake Month	Admission Timeline
1 <sup>st</sup> March – 31 <sup>st</sup> July	1	August	At start of term in August and before last day of August
1 <sup>st</sup> August – 30 <sup>th</sup> September	2	October	After October break and before last day of October
1 <sup>st</sup> October – 31 <sup>st</sup> December	3	January	Start of term in January and before the 3rd week of January
1 <sup>st</sup> January – Last day in February	4	March	1st day in March and before the 3rd week of March