



Early Learning and Childcare

Enrolment Information for Parents

Local Authority Nurseries and Partner Centres

Academic Session 2019-20

Who can have Free Early Learning and Childcare?

The eligibility for entitlement to free early learning and childcare follows the same birth date bandings as school entry i.e. from 1 March to 28 February in any year. For 2019/20 the eligibility dates for 3 and 4 year olds to have free places are as follows:

Eligibility for Free Early Learning and Childcare	“Three Year Olds” Eligible Birth Dates	“Four Year Olds” Eligible Birth Dates
August 2019	01/03/2016 – 31/08/2016	01/03/2015 – 29/02/2016
January 2020	01/09/2016 – 31/12/2016	
April 2020	01/01/2017 – 28/02/2017	

Some settings may be able to provide a place in nursery as soon as the child reaches their third birthday, the parent will however, have to pay until the child is eligible for their funded entitlement/place (see above). Hourly charge for full hours is currently £4.40 but this may be subject to change.

For children who are 3 after 28/02/2017 there is no requirement to provide a place in a school nursery until the following August, but if there is space and sufficient staffing then a place could be offered if the parent is willing to pay, or the child is eligible as a funded “two year old”.

Eligible Two Year olds – i.e. those from households in receipt of certain benefits*, children who are looked after or the subject of a kinship care or guardianship order, can take up their free place at a school nursery as soon as they reach their **third birthday**. Please contact one of the following Family Resource Co-ordinators for further information or to request for an application form :-

*Benefit information is available at [Early Learning & Childcare for 2 year olds](#)

North Area	Dawn Meston	01955 609665	ELC-north@highland.gov.uk
Mid Area	Jackie Ross	01349 868496	ELC-mid@highland.gov.uk
	Jenny Stark	01349 868549	
West Area	Tracy McIlvar	01349 781444	ELC-west@highland.gov.uk
South Area	Liz Scott	01463 702740	ELC-south@highland.gov.uk
	Sandra Reynolds	01463 702788	

The entitlement to hours for 2019-20 will run from 20 August 2019 to 1 July 2020 for 38 week provisions (term time) or 5 August 2019 to 31 July 2020 for 50 week provisions.

For session 2019-20 some settings will be offering 1140 hours funded early learning and childcare. Your chosen setting will confirm the hours they will be delivering for session 2019-20.

What is the free entitlement for 3 and 4 year olds?

Eligibility for Free Early Learning and Childcare	“Three Year Olds” Eligible Birth Dates	“Four Year Olds” Eligible Birth Dates	Entitlement of No of Hours 2019-20 <i>(see bullet points above)</i>	
August 2019	01/03/16 – 31/08/16	01/03/15 – 29/02/16	600	1140
January 2020	01/09/16 – 31/12/16		352	630
April 2020	01/01/17 – 28/02/17		176	270

- In any setting the maximum free entitlement of hours that can be taken in any week is 16 for 600 hour settings and 30 per week (8 hours in any one day) for 1140 settings.
- More hours can be taken but they will have to be paid for. For example if the nursery is open 8am - 6pm and you wish your child to attend for the whole day (10 hours) then you would have to pay for 2 hours for that day.
- If your child uses the maximum hours per week in a school nursery during term time, this will equate to the full entitlement leaving no funded hours available for holiday periods.
- As per the Enrolment Form, if you do wish to split your child's entitlement between two settings then this needs to be stated at the outset as we will not be able to fund the other setting if you have used your full entitlement at a school nursery.
- **If you are thinking of splitting your entitlement between two settings, one of which is offering 1140 hours and the other 600 hours, then you should contact [ELC Team](#) and a Highland Council Officer will contact you to discuss further.**

Enrolment Procedures

Enrolment Week for 2019-20 will take place in the week beginning 25 February 2019.

To enrol for a place in a School Nursery – you can apply on-line through the Highland Council website or you can attend the school in person during enrolment week.

To enrol for a place with a Partner provider – you should contact them directly for details of their procedure.

Admission procedures

- All children are required to enrol for their **initial** Early Learning and Childcare place at their preferred nursery. If you wish to enrol at a local authority nursery then it is recommended that you enrol at your catchment school.
- If you wish your child to remain at the same local authority nursery for their four year old provision then you can simply confirm this to the nursery and provide an update of their details. **However, if you have moved out of the catchment then a place cannot be guaranteed until all other enrolments have been processed.**
- If you wish your child to remain with the same partner provider as a 4 year old then you should confirm this to them.
- **Birth certificate or other official confirmation of birth must be checked at enrolment. If enrolling online for a school nursery, then this needs to be scanned in at the time of submission or presented at the school.**
- In some schools, where there is significant pressure on the school roll then Council Tax records will also be checked to verify address details.

- It is hoped that parents will enrol during enrolment week, however enrolments will be

accepted throughout the year where places are still available.

Admission Policy for School Nurseries

Priority is given to children living within the catchment area and also to any children that are assessed as “in need” defined in the Children Scotland Act 1995. If after allocating the places to children as stated above, there are still places remaining, then those places may be allocated to children outwith the catchment according to the following criteria in order of priority to:

1. four year olds with siblings attending the school
2. three year olds with siblings attending the school
3. four year olds
4. three year olds

Non-catchment enrolment applications

If you enrol your child in a local authority nursery that is outwith your catchment there is no guarantee that another year in that nursery will automatically be provided or that your child will get a primary place at that school. You will have to make a placing request at the time your child is due to enrol for Primary 1. Attendance at the nursery **does not** guarantee a place in Primary 1.

A placing request is **not** required for a nursery aged child.

Preference forms and settings that are oversubscribed

In order to assist in allocating places, where there is a possibility that school settings may be oversubscribed you may be asked to complete a “preference form”. It will ask for you to state your second and third choice of setting.

Deferred entry to Primary 1 i.e. additional year at nursery

- It is a statutory requirement for a child who is five before the start of the school session to attend primary school.
- Any deferral for children whose fifth birthday is before the start of session should be supported by a recommendation from Psychological Services.
- If a child has a January or February birthday, parents may decide that they wish to defer their child’s entry to school and in this instance a further funded year is guaranteed. **For those children born between September and December, a further year is only funded if there is agreement.** If you have a child who is looking to be deferred please contact the child’s catchment school to discuss.