

ADMISSIONS POLICY

Rationale

To take account of local and national guidance in order to ensure every eligible child in Angus has access to flexible Early Learning and Childcare provision to meet the needs of individual families.

Our centre offers 2 models of delivery:

- **Delivery Model 1** - 190 set days at 6 hours per day
 - 30 hours per typical week, term time
 - Opening times 0900-1500 ○ This is a term time option which closes during school holidays and on in-service days.
- **Delivery Model 3** - 228 set days at 5 hours per day
 - 25 hours per typical week
 - Opening times 08:00-13:00 and 13:00-18:00
 - This option means we open for longer hours every day and are only closed to children for two weeks over the Christmas/ New Year period, three weeks in July/August, and a further three public holidays and five in-service days.
 - This option offers ELC 46.6 weeks of the year at 25 hours a week.

This guidance will help providers and staff to take into account the relevant Health and Social Care Standards:

- 1.1 I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background, or sexual orientation.
- 1.17 I can choose from as wide a range of services and providers as possible, which have been planned, commissioned, and procured to meet my needs.
- 2.9 I receive and understand information and advice in a format or language that is right for me.
- 3.8 I can build a trusting relationship with the person supporting and caring for me in a way that we both feel comfortable with.
- 4.5 If possible, I can visit services and meet the people who would provide my care and support before deciding if it is right for me.
- 4.13 I have enough time and support to plan any move to a new service.
- 4.22 If the care and support that I need is not available or delayed, people explain the reasons for this and help me find a suitable alternative.
- 4.23 I use a service and organisation that are well led and managed.
- 5.8 I experience a service as near as possible to people who are important to me and my home area if I want this and if it is safe.

This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare:

https://education.gov.scot/nih/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelfevaluationHGIELC/HGIOELC020316Revised.pdf

- 1.5 Management of resources to promote equity
- 2.1 Safeguarding and child protection
- 2.6 Transitions
- 2.7 Partnerships
- 3.1 Ensuring well-being, equality and inclusion

This guidance will help providers and staff to take into account the relevant articles from the UN Convention on the Rights of the Child: [A Summary of the UN Convention on the Rights of the Child](#)

Article 28 – right to education

This policy will be monitored by / through: SEEMIS information, complaints, number and reasons for deferrals, staff, parent, and partner professional consultation.

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| This policy will be reviewed in: | 12 months |
| Review Date: | August 2025 |
| Reviewed By: | Management |

| AIMS | OUTCOMES | IMPLEMENTATION |
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| <p>To provide 1140 hours of Early Learning and Childcare for every eligible child.</p> <p>To provide flexible choice where possible in order to best meet the needs of the child and family.</p> <p>To share and adhere to clear criteria for the enrolment of children.</p> <p>To ensure that children access the provision that best meets their needs.</p> <p>To ensure children's rights are upheld in accordance with the UNCRC</p> | <p>All eligible children will have access to a place in line with Local Authority admission dates and priority categories for ELCC admissions.</p> <p>Parents preference of delivery model is recorded and acted upon where possible.</p> <p>The system used to allocate places is transparent and shared with parents.</p> <p>Children are effectively supported and given opportunities to progress as they develop and learn.</p> <p>Within and beyond our setting there is a shared understanding of wellbeing and children's rights</p> | <p>As a staff we will:</p> <ul style="list-style-type: none"> • Comply with Local Authority admission dates and priority categories for ELCC. • Ensure all relevant documentation is checked and verified in the setting. • Use the information from the application process to allocate places. • Follow SEEMIS procedures and ensure data is updated weekly. • Inform Angus Council Central Team of any staffing implications. • Ensure full account is taken of children's rights and is considered in respect of their stage of development • Follow guidance in the Health and Social Care Standards (Standards – 1.1, 1.17, 2.9, 3.8, 4.5, 4.13, 4.22, 4.23, 5.8) Health & Social Care Standards • How Good is our Early Learning and Childcare Quality Indicators – 1.5, 2.1, 2.6, 2.7, and 3.1 <p>Allocation of Places criteria:</p> <ol style="list-style-type: none"> 1. Existing children remaining in the setting who will be in receipt of funded early learning and childcare, including funded deferrals* 2. Children placed through Additional Support Needs projections meetings who will be in receipt of funded early learning and childcare 3. Children who are accessing an additional year of funded ELC, who are not currently attending a setting in their catchment primary school, requesting the additional funded year of early learning and childcare within their catchment primary school 4. Children who will be in receipt of funded early learning and childcare with siblings already in attendance within the setting or school 5. All other children who reside in Angus who will be in receipt of funded early learning and childcare 6. Children living out with Angus <p>If there are still more applications than places, we will allocate places within each category by date and time of application.</p> <p>Your first choice nursery will consider all applications for places and notification will be issued as per local authority date. If your child is not given a place, your application will be</p> |

moved to your second choice and so on after the notification date. However, places will have already been allocated and your preferred sessions may not be available. You can get up to 1140 hours of funded early learning and childcare if your child has turned two and you receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance (income-based)
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit, but not Working Tax Credit, and your total household income is less than £18,725*
- Both maximum Child Tax Credit and maximum Working Tax Credit and your total household income is under £8,717*
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit and your total household take-home pay** is less than £726* per month

* Income thresholds for Child Tax Credit, Working Tax Credit and Universal Credit can vary from year to year.

** "Take-home pay" is the money your household receives from work after tax, National Insurance and pension contributions have been taken off. Your award letter will tell you how much your take-home pay is for the claim period. This should be £726 or less.

Funded places are also available for two-year-olds who are, or have been at any point since their second birthday:

- looked after by a local council
- under a kinship care order
- under a guardianship order
- the child of a care experienced parent/carer*

*'Care experienced' relates to parents/carers who have been looked after or looked after and accommodated by the local authority at any stage in their life, no matter how short. This care may have been provided in one of many different settings or through being looked after at home.

We may also offer funded places to two year olds who don't meet the Scottish Government eligibility criteria. These requests are considered by Early Years' Managers using the supporting information provided on the application form.

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