

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

This policy will be reviewed in:	12 months
Review Date:	August 2023
Reviewed By:	Management

AIMS	OUTCOMES	IMPLEMENTATION
<ul style="list-style-type: none"> <li>To provide 1140 hours of Early Learning and Childcare for every eligible child.</li> <li>To provide flexible choice where possible in order to best meet the needs of the child and family. To share and adhere to clear criteria for the enrolment of children. To ensure that children access the provision that best meets their needs.</li> </ul>	<ul style="list-style-type: none"> <li>All eligible children will have access to a place in line with Local Authority admission dates and priority categories for ELCC admissions.</li> <li>Parents preference of delivery model is recorded and acted upon where possible. The system used to allocate places is transparent and shared with parents. Children are effectively supported and given opportunities to progress as they develop and learn.</li> </ul>	<p>As a staff we will:</p> <ul style="list-style-type: none"> <li>Comply with Local Authority admission dates and priority categories for ELCC.</li> <li>Ensure all relevant documentation is checked and verified in the setting.</li> <li>Use the information from the application process to allocate places.</li> <li>Follow SEEMIS procedures and ensure data is updated weekly.</li> <li>Inform Angus Council Central Team of any staffing implications.</li> <li>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) <a href="#">Health &amp; Social Care Standards</a></li> <li>How Good is our Early Learning and Childcare Quality Indicators – 1.5, 2.1, 2.6, 2.7, and 3.1</li> </ul> <p>Allocation of Places:</p> <ol style="list-style-type: none"> <li>Existing children remaining in the setting who will be in receipt of funded early learning and childcare, including funded deferrals*</li> <li>Children placed through Additional Support Needs projections meetings who will be in receipt of funded early learning and childcare</li> <li>Children who have had their primary school admission deferred* with funding, 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</li> <li>Children who will be in receipt of funded early learning and childcare with siblings already in attendance within the setting or school</li> <li>All other children who reside in Angus who will be in receipt of funded early learning and childcare</li> <li>Deferral* requests not funded, being self-funded by the parent or carer</li> <li>Children living out with Angus</li> </ol> <p>* A deferral process exists for when a parent or carer feels that their child would benefit from an additional year of ELC prior to enrolment at primary school. Depending on the age of the child and an assessment of the reasons for the deferral application, a discretionary additional year of ELC funding may be agreed. The outcome of this assessment will help to determine which priority category applies to the child.</p>

		<p>If there are still more applications than places, we will allocate places within each category by date and time received. This applies to criteria 4 – 7 only.</p> <ul style="list-style-type: none"> <li>• 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 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.</li> <li>• 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:</li> <li>• Income Support</li> <li>• Income-based Jobseeker's Allowance</li> <li>• Employment and Support Allowance (income-based)</li> <li>• Incapacity or Severe Disablement Allowance</li> <li>• State Pension Credit</li> <li>• Child Tax Credit, but not Working Tax Credit, and your total household income is less than £16,105*</li> <li>• Both maximum Child Tax Credit and maximum Working Tax Credit and your total household income is under £7320*</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• Universal Credit and your total household take-home pay** is less than £610* per month</li> </ul> <p>* Income thresholds for Child Tax Credit, Working Tax Credit and Universal Credit can vary from year to year.</p> <p>** "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 £610 or less.</p> <ul style="list-style-type: none"> <li>• Funded places are also available for two-year-olds who are, or have been at any point since their second birthday:</li> <li>• looked after by a local council</li> <li>• under a kinship care order</li> <li>• under a guardianship order</li> </ul>
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