

# EARLY YEARS PRE-SCHOOL EDUCATION ADMISSIONS PROCEDURE: Session 2011 – 2012

## Role of the School

**NOTE** Parents/Carers of children who are currently in their ante pre-school year should complete Sections 1 and 2 of the *Early Years Pre-School Education Application Form* if they intend to remain in this setting for their pre-school year.

Places will be retained for these children in their current setting.

The information about these children will inform the *Remaining Children – Early Education Pre-School Education Placement* Pro-forma which will be submitted by schools to the appropriate Area Education Office by 11 February 2011.

### 1. Distributing Early Years Pre-School Education Application Forms

Parents/Carers should be given the booklet *Applying for Early Years Pre-School Education for your Child* and one of the following forms depending on child's birth date:

*Early Years Pre-School Education Application Form*

- birth date between 1.03.2007 & 28.02.2009

*Delayed Entry Request Form*

- birth date between 1.08.2006\* & 28.02.2007 (Section C)

In addition:

*Admission Form A*

- birth date between 1.08.2006\* & 31.12.2006 (Sections C & D)

*Multi-Agency Consent Form*

- birth date between 1.08.2006 & 31.12.2006 or if child has significant additional support needs (Section D)

**\*NOTE** For children whose birth date is between 1 August and 31 December 2006 for whom a delayed place is being sought, please also see **Procedure for Children with Significant Additional Support Needs** (Section D, Point 6).

### 2. Application period for early years pre-school education

The application period is 17 to 28 January 2011.

### 3. Returning Early Years Pre-School Education Application Forms

Parents/Carers must return the completed application form to the setting of first choice by Friday 28 January 2011.

On receiving the application form, the School must:

- Date-stamp the top front of the application form.
- Check the birth date on the application form matches the birth date on the birth certificate. Circle *Yes* in the appropriate box to verify this.
- Check the home address\* as evidenced by the parent/carer providing, for example, a recent (within 3 months) utility bill or bank statement. Circle *Yes* in the appropriate box to verify this.
- For parents/carers wishing their ante pre-school child to remain in your pre-school setting for their pre-school year, check that the box is ticked, your Setting Number is entered and the application form is signed. Keep these forms in a separate file and record for all such children the name and date of birth onto the *Remaining Children – Early Years Pre-School Education Placement* pro-forma.
- For all other children, check three different choices have been entered. If this has not been done, the Head Teacher should remind the parent/carer that their child may be disadvantaged.
- Provide a *receipt of application* for the parent/carer from the receipt form pad. Circle *Yes* in the appropriate box to confirm this has been done.
- Sign and date the received application form in the appropriate box to confirm all steps have been completed.

**NOTE** \*Proof of address for a new build house must come from a solicitor.  
DO NOT RETAIN ANY ORIGINAL DOCUMENTS (for example birth certificate).  
If the evidence does not match the information recorded on the application form, do not accept the application form and inform the parent/carer.

## 4. Prioritising Early Years Pre-School Education Applications

The Head Teacher/Depute of the Nursery Class will prioritise the pre-school education applications in accordance with the **Policy for Admission to Early Years Pre-School Education**.

The priority for each application should be entered in the box at the top left corner on the front page of the application form. Enter the priority number (see below) and complete the other required information in the box, sign, print name and date.

Procedure for prioritising application forms:

### Admissions Criteria

- Priority 1** Agreed delayed entry children from the local children's services network.
- Priority 2** Pre-school and ante pre-school children who are resident in Aberdeenshire and supported by agreement from the Children's Services Network Pre-school Admissions Panel.
- Priority 3** Pre-school children ('four year olds') from the local children's services network.
- Priority 4** Ante pre-school children (three year olds) from the local children's services network who have a sibling already within the nursery.
- Priority 5** Ante pre-school children (three year olds) from the local children's services network.
- Priority 6** Children whose childcare is within the local children's services network.
- Priority 7** All other eligible children residing in Aberdeenshire.
- Priority 8** Children residing outwith Aberdeenshire.

## 5. Delayed Entry Requests

Please follow **Procedure for Delayed Entry to Primary One** (See Section C).

## 6. Significant Additional Support Needs

Please follow **Procedure for Children with Significant Additional Support Needs** (See Section D).

## 7. Entry of early years pre-school education application information by School Administrator

Enter required fields into Nursery Application Management System (NAMS) as per guidance.

All information to be entered by Noon, Friday 11 February 2011.

**NOTE** *Delayed Entry Request Forms* should also be entered into NAMS. However, for children born between 1 August and 31 December 2006 where the setting of choice for the delayed entry request is not the school where the parent/carer is intending to enrol the child from Primary 1, or where the school does not have a nursery attached and therefore has no access to NAMS, a copy of the completed form should be forwarded to the appropriate Area Education Office for entry into NAMS as soon as possible but no later than 4 February 2011.

**NOTE** Information for Remaining Children should not be entered into NAMS. If in doubt, contact the appropriate Area Education Office for clarification.

## 8. Informing parents/carers of the outcome of their application for an early years pre-school education place

Applications submitted by 12 Noon, Friday 28 January 2011

The Children's Services Network Early Years Pre-School Education Admissions Panel will decide where a child will be offered a pre-school education placement.

Allocation of places will be in two stages:

1. Agreed delayed entry children, pre-school children and ante pre-school children due to commence in August 2011 (birth date between 01.03.08 and 31.08.08)  
These children will be offered places by 30 March 2011.
2. Ante pre-school children due to commence in January or April 2012 (birth date between 01.09.08 and 28.02.09)  
These children will be offered places by 9 September 2011.

The list of children to be offered places will be prepared by the school:

1. Letters offering **pre-school and stage 1 ante pre-school** education places will be sent to parents/carers on 30 March 2011. This letter will contain the offer of the place and the specific start date and time during August 2011.

Parents/Carers must return the form accepting the place to the appropriate school by Thursday 28 April 2011. Parents who have requested fewer than five sessions may be granted an increase, with the agreement of the Head teacher and if it incurs no further resource costs.

By Monday 9 May 2011 the School Administrator is to inform the appropriate Area Education Office of the number of pre-school education places that have been accepted for session 2011 – 2012.

2. Letters offering **stage 2 ante pre-school** education places will be sent to parents/carers on 9 September 2011. This letter will contain the offer of the place and the specific start date and time during January or April 2012.

Parents/Carers must return the form accepting the place to the appropriate school by Friday 30 September 2011. Parents who have requested fewer than five sessions may be granted an increase, with the agreement of the Head teacher and if it incurs no further resource costs.

By Friday 7 October 2011 the School Administrator is to inform the appropriate Area Education Office of the number of stage 2 ante pre-school education places that have been accepted for session 2011 – 2012.

**NOTE** Children commencing nursery in August should be attending regularly by the end of the second week of term for nurseries with up to 20 children in one class and by the end of the third week of term for nurseries with over 20 children in one class.

### 9. Late Applications (applications received by pre-school education settings after 12 Noon, Friday 28 January 2011)

Any *Early Years Pre-School Education Application Forms* received after the above date should be retained by the school until Monday 9 May and then processed in accordance with Aberdeenshire Council's **Policy for Admission to Early Years Pre-School Education**. If spaces are few and a decision has to be made between a child currently living within the area and one who is due to move into the area in the future, the place should be allocated to the child currently living within the area. Late application Stage 2 ante pre-school children should be offered a place after 7 October 2011.

A letter offering a place should be sent by the school to parents/carers with a response required within two weeks of receipt.

**NOTE** No waiting list should be held.

**Note:** these late applications **should** be entered into NAMS **after 9 May 2011**.

In the event that no spaces are available in your setting, the Head Teacher should inform parents of other settings in the CSN that may have spaces.

# Role of the Playgroup/Private Day Nursery

**NOTE** Parents/Carers of children who are currently in their ante pre-school year should complete Sections 1 and 2 of the *Early Years Pre-School Education Application Form* if they intend to remain in this setting for their pre-school year.

Places will be retained for these children in their current setting.

The information about these children will inform the *Remaining Children – Early Years Pre-School Education Placement Pro-forma* which will be submitted to the appropriate Area Education Office by 11 February 2011.

## 1. Distributing Early Years Pre-School Education Application Forms

Parents/Carers should be given the booklet *Applying for Early Years Pre-School Education for your Child 2011-2012* and one of the following forms depending on child's birth date:

*Early Years Pre-School Education Application Form*

- birth date between 1.03.2007 and 28.02.2009

*Delayed Entry Request Form\**

- birth date between 1.01.2007 and 28.02.2007 (see Section C)

In addition:

*Multi-Agency Consent Form*

- If child has significant additional support needs (Section D)

**\*NOTE** For children born before between 1 August and 31 December 2006 for whom a delayed place is being sought, the parent/carer should be re-directed to the Primary School where they intend to enrol their child for Primary 1. *Delayed Entry Request Forms* for these children should not be given out or accepted by Partner Providers. See **Procedure for Children with Significant Additional Support Needs** (Section D, Point 6).

## 2. Application period for pre-school education

The application period is 17 to 28 January 2011.

## 3. Returning Early Years Pre-School Education Application Forms

Parents/Carers must return the completed application form to the setting of first choice by Friday 28 January 2011.

On receiving the application form, the Play Leader/Manager of the Pre-School Setting must ensure that they undertake the following checks (**failure to do so may result in the application being returned to the playgroup/day nursery and could mean that the application misses an important deadline**):

- Date-stamp top front of application form.
- Check the birth date on the application form matches the birth date on the birth certificate. Circle Yes in the appropriate box on the application form to verify this.
- Check the home address\* as evidenced by the parent/carer providing, for example, a recent (within 3 months) utility bill or bank statement. Circle Yes in the appropriate box on the application form to verify this.
- For parents/carers wishing their ante pre-school child to remain in their current Pre-School Setting for their pre-school year, check that the box is ticked, your Setting Number is entered and the application form is signed. Keep these forms in a separate file and record for all such children the name and date of birth onto the *Remaining Children – Early Years Pre-School Education Placement* pro-forma.
- For all other children, check three different choices have been entered. If this has not been done, the Play Leader/Manager should remind the parent/carer that their child may be disadvantaged.
- Provide a *receipt of application* for the parent/carer from the *receipt form* pad. Circle Yes in the appropriate box on the application form to verify this.
- Sign and date the received application form in the appropriate box on the form to confirm all steps have been completed.

**NOTE** \*Proof of address for a new build house must come from a solicitor.  
DO NOT RETAIN ANY ORIGINAL DOCUMENTS (for example birth certificate).  
If the evidence does not match the information recorded on the application form, do not accept the application form and inform the parent/carer.

#### 4. Prioritising Pre-School Education Applications

The Play Leader/Manager of the Pre-School Setting will prioritise the pre-school education applications in accordance with the **Policy for Admission to Early Years Pre-School Education**. Support is available from your CSN based Early Years Team if required.

The priority for each application is entered in the appropriate box on the front page of the application form. Enter the priority number (see below) and complete the other required information in the box, sign, print name and date.

Procedure for prioritising application forms:

### **Admissions Criteria**

- Priority 1** Agreed delayed entry children from the local children's services network.
- Priority 2** Pre-school and ante pre-school children who are resident in Aberdeenshire and supported by agreement from the Children's Services Network Pre-school Admissions Panel.
- Priority 3** Pre-school children ('four year olds') from the local children's services network.
- Priority 4** Ante pre-school children (three year olds) from the local children's services network who have a sibling already within the nursery.
- Priority 5** Ante pre-school children (three year olds) from the local children's services network.
- Priority 6** Children whose childcare is within the local children's services network.
- Priority 7** All other eligible children residing in Aberdeenshire.
- Priority 8** Children residing outwith Aberdeenshire.

## 5. Delayed Entry Requests

Please follow **Procedure for Delayed Entry to Primary One** (See Section C).

**NOTE** For children whose birth date is between 1 August and 31 December 2006, the parent/carer should be re-directed to the Primary School where they intend to enrol their child for Primary 1. *Delayed Entry Request Forms* for these children should not be accepted by Partner Providers. (See Section D, Point 6).

## 6. Significant Additional Support Needs

Please follow **Procedure for Children with Significant Additional Support Needs** (See Section D).

## 7. Processing Early Years Pre-School Education Applications

a) Forms being entered into Nursery Application Management System (NAMS) by the Pre-School Setting

If you have been given access to the system, enter required fields into NAMS as per training and guidance.

All forms must be entered onto NAMS by Noon, Friday 11<sup>th</sup> February 2011.

**NOTE** *Delayed Entry Request Forms* (January & February birthdays) should also be entered into NAMS.

Information for Remaining Children should not be entered into NAMS. If in doubt, contact your Early Years Development Worker for clarification.

#### b) Forms not being entered into NAMS by the Pre-School Setting

The top copy of all submitted *Early Years Pre-School Education Application Forms* will be collected from each Partner Provider pre-school setting by a member of the CSN based Early Years Team by Wednesday 2 February 2011. These forms will then be forwarded to the appropriate Area Education Office to allow entry onto NAMS by 11 February.

**NOTE** Any applications received after this date must be given to a member of the CSN based Early Years Team, up to but no later than 9 February 2011.

### 8. Informing parents/carers of the outcome of their application for an early years pre-school education place

The Children's Services Network Pre-School Education Admissions Panel will decide where a child will be offered a pre-school education placement.

Allocation of places will be in two stages:

1. Agreed delayed entry children, pre-school children and ante pre-school children due to commence in August 2011 (birth date between 01.03.08 and 31.08.08)  
These children will be offered places by 30 March 2011.
2. Ante pre-school children due to commence in January or April 2012 (birth date between 01.09.08 and 28.02.09)  
These children will be offered places by 9 September 2011.

Pre-school settings who have access to NAMS will prepare the lists of children to be offered places. For the others, the pre-school setting will be notified by the Local Area Education Office of the names of children who have been allocated places within their setting.

1. Letters offering **pre-school and stage 1 ante pre-school** education places will be sent to parents/carers on 30 March 2011. This letter will contain the offer of the place and the specific start date and time during August 2011.

Parents/Carers must return the form accepting the place to the appropriate pre-school setting by Thursday 28 April 2011.

By Monday 9 May 2011 the Partner Provider is to inform the appropriate Area Education Office of the names of children who have accepted pre-school education places for session 2011 – 2012.

2. Letters offering **stage 2 ante pre-school** education places will be sent to parents/carers on 9 September 2011. This letter will contain the offer of the place and the specific start date and time during January or April 2012.

Parents/Carers must return the form accepting the place to the appropriate pre-school setting by Friday 30 September 2011.

By Friday 7 October 2011 the Partner Provider is to inform the appropriate Area Education Office of the number of stage 2 ante pre-school education places that have been accepted for session 2011 – 2012.

**NOTE** Parents who have requested fewer than five sessions may be granted an increase only at the discretion of the Early Years Manager. Partner Providers must notify the local Area Education Office of any request for increase in sessions.

## 9. Late Applications (applications received by pre-school education settings after 12 Noon, Friday 28 January 2011)

Any *Early Years Pre-School Education Application Forms* received after the above date should be retained by the pre-school setting until Monday 9 May and then processed in accordance with Aberdeenshire Council's *Policy for Admission to Early Years Pre-School Education* and in accordance with date of receipt, with support from the Early Years Team. Late application Stage 2 ante pre-school children should be offered a place after 7 October 2011.

A letter offering a place should be sent by the Partner Provider to parents/carers with a response required within two weeks of receipt.

**Note** No waiting list should be held.

**Note** Late admissions **should** be entered into NAMS by pre-school settings undertaking their own data entry **OR**

For the other settings, a copy of the offer letter should be sent to the appropriate Area Education Office **after 9 May 2011**. Please use the template offer letter enclosed. The letter should be marked **LATE ADMISSION**. The Area Education Office will enter details of late admissions on behalf of these providers.

This should be an ongoing process as and when children are allocated a place.

**NOTE** In the event that no spaces are available in your setting, the Manager should inform parents of other settings in the CSN which may have spaces.

## Early Years Development Workers (EYDW) and Early Years Co-ordinating Teachers (EYCT) by CSN

CSN		Name	Tel. number
ABOYNE	EYDW	Helen Crouch	07747 564792
	EYCT	Sally Milne	07880 622101
ALFORD	EYDW	Helen Crouch	07747 564792
	EYCT	Helen Farquhar	07879 433850
BANCHORY	EYDW	Karen Malone	07500 064726
	EYCT	Cheryl Robson	07876 475634
BANFF	EYDW	Margaret Bennett	07887 830077
	EYCT	Joyce Murray	07879 204280
ELLON	EYDW	Sheena Roberts	07887 833188
	EYCT	Sarah Yule	07876 037414
FRASERBURGH	EYDW	Terry Steele	07770 211654
	EYCT	Irene West	07867 530822
HUNTLY	EYDW	Margaret Bennett	07887 830077
	EYCT	Sue Smart	07876 475628
INVERURIE	EYDW	Sheena Roberts	07887 833188
	EYCT	Liz Clelland	07867 554593
KEMNAY	EYDW	Helen Crouch	07747 564792
	EYCT	Judith Simpson	07867 500565
LAURENCEKIRK	EYDW	Angie Craig/Jas Shoker	07823 553826 (AC) 07831 680487 (JS)
	EYCT	Geraldine Tomlins	07879 661172
MELDRUM	EYDW	Sharon Stoneman	07887 833198
	EYCT	Alison Ritchie	07876 475666
MINTLAW	EYDW	Myra Mcrobbie	07909 897341
	EYCT	Alison Currie	07876 475638
PETERHEAD	EYDW	Terry Steele	07770 211654
	EYCT	Susan Sutherland	07876 651335
PORTLETHEN	EYDW	Angie Craig/Jas Shoker	07823 553826 (AC) 07831 680487 (JS)
	EYCT	Laura Obernay	07876 130886
STONEHAVEN	EYDW	Karen Malone	07500 064726
	EYCT	Lorraine Gill	07833 733369
<b>NOTE:</b> * Inverbervie Playgroup & Springboard Nursery	EYDW	Angie Craig *	07823 553826
TURRIFF	EYDW	Myra Mcrobbie	07909 897341
	EYCT	Diane Duffus	07867 506748
WESTHILL	EYDW	Karen Malone	07500 064726
	EYCT	Frances Littlejohn	07879 604346