



**ABERDEEN**  
**CITY COUNCIL**

**ABERDEEN CITY COUNCIL**  
**LOCAL AUTHORITY**  
**EARLY LEARNING AND CHILDCARE**  
**ADMISSIONS POLICY**  
**2017/2018**

<b>Contents</b>	<b>Page</b>
1. Introduction	3
2. Age of children for enrolling	3
3. Criteria for Early Learning and Childcare admission	4
4. Allocation Information	6
5. Class composition	6
6. Deferred entry to Primary One	6
7. Early entry to Primary One	7
8. Application procedures	7
9. Non Attendance	8
10. Guidelines for Induction	8
 <b>Appendices</b>	 11 - 28
1. Application, Allocation and Induction Timetable 2016/2017 (page 11)	
2. Early Learning and Childcare Application Information and Form (page 12-14)	
3. Childcare Information and Form (Page 15)	
4. Guidance for Professional Support and Application (page 16-17)	
5. Deferred Entry to Primary School – Information and Application (page 18-22)	
6. Early Entry to Primary School – Information (page 23-24)	
7. Local Authority Early Learning and Childcare Centres Aberdeen (page 25-26)	
8. Registered Private, Independent and Voluntary Sector Early Learning and Childcare Providers (page 27-28)	

## **1. Introduction**

The aim of this document is to give guidance to staff about Aberdeen City Council's Early Learning and Childcare admissions procedures and induction process for local authority nurseries. It also provides copies of application forms, information for parents and contact details of nurseries in each Associated School Group (ASG).

The Standards in Scotland's Schools etc. Act 2000 places a duty on local authorities to secure early learning and childcare for all eligible children from the school term following their third birthday. In addition they also have a duty to provide an additional year of free early learning and childcare for children with a birthday in January and February where parents request it.

This policy was agreed at Education and Children's Services Committee on 28 January 2016.

The Early Years Team will advise schools of any changes to the entitlement as soon as these are known.

## **2. Age of children for enrolling**

A child may start nursery in the school term after his/her third birthday.

The Standards in Scotland's Schools etc. Act 2000, defines the three school terms as follows:

Term 1	August to December
Term 2	January to March
Term 3	April to July

Children are entitled to an Early Learning and Childcare (EL&C) place in their ante pre-school year for the following number of terms if their birthday falls within the following dates.

1 Mar 2014 to 31 Aug 2014	Entitlement to three terms
1 Sep 2014 to 31 Dec 2014	Entitlement to two terms
1 Jan 2015 to 28 Feb 2015	Entitlement to one term

### **3. Criteria for Early Learning and Childcare Admission**

Places will be allocated according to the following list of criteria. The list is in descending order of priority.

#### **Band 1: All children continuing in the same nursery**

Priority will be given to the following order:

- In zone pre-school continuers (i.e. deferred entry to Primary One);
- Out of zone pre-school continuers (i.e. deferred entry to Primary One)
- In zone ante pre-school continuers;
- Out of zone ante pre-school continuers;

#### **Band 2: All children assessed as 'in need' defined in the Children Scotland Act 1995**

The "Professional Support for Application to Nursery" form must be completed to determine whether a child meets the criteria. Please see Appendix 3

#### **Band 3: All applications for children who are currently attending a 'Me 2' place defined in the Children and Young People (Scotland) Act 2014**

#### **Band 4: All applications for children in primary school zone, oldest first**

#### **Band 5: All applications for children who have a sibling in the school parents are applying for, in accordance with section 23(3A) of the Education (Scotland) Act 1980**

The sibling criteria will only come into effect when children have a sibling in nursery or primary 1-6 at the time of application. Siblings from split families, although not residing at the same address, can apply under this criteria.

#### **Band 6: All other applications from children resident in the City**

Places will be allocated in the following descending order:

- Children who have childcare in zone according to Appendix 3
- Children out of primary zone but in secondary/ASG zone, oldest first
- Children out of secondary/ASG zone, oldest first

#### **Band 7: Children who are resident outside the City**

For children resident outside the city boundary, not including children with a sibling (as they will come under band 5), the address of a child minder or carer within the city does **not** entitle the child to a nursery place. Places will be allocated oldest first.

**PLEASE BE AWARE: Even though you may be offered a nursery space based on a sibling being at the same school, this DOES NOT guarantee your child a space for primary 1. A school placing request for out of zone children will still be required and no priority will be given for those who have attended nursery.**

## **Early Learning and Childcare for children with additional support needs**

Aberdeen City Council has a policy of inclusion and where possible children will be supported to attend their local nursery. Parents may choose to have their child attend his/her local nursery school or partner provider. The local authority or partner provider will advise the parents as to their ability to meet the child's needs. There are also settings which make provision for children with a more complex range of needs. Currently these are situated at two settings within the city: Ashgrove Children's Centre and Seaton Primary (Community wing).

### **Applying for an Early Learning and Childcare place for children with additional support needs**

Parents who wish their child to attend mainstream provision should follow the general nursery admission process.

Access to specialist Early Learning and Childcare provision is made by application through a single plan to a multi disciplinary assessment panel that includes the NHS Child Development Team, a Health Visitor, an Educational Psychologist, the Service Manager (Inclusion) and the Service Manager (Early Years). The panel meets in February.

Children may also be referred to the provision in two ways:

1. Children will be referred to the panel by their doctor/consultant by means of a letter (Support Needs System letter). An Educational Psychologist will contact the family after the child's second birthday and arrange to meet with them to discuss their child's needs.
2. The nursery the child is already attending may, with parental permission, ask their Educational Psychologist for support to meet a child's needs. The Educational Psychologist will discuss the range of Early Learning and Childcare provision available and will provide professional advice to ensure we offer the most appropriate service for children.

An Early Learning and Childcare place will be offered that is considered the most appropriate available, to meet the needs of the child. If the parent does not wish to accept the offer, it is open to the parent of a child with additional support needs to make a placing request to attend pre-school provision including partner provider provision and independent special school provision.

The Education (Additional Support for Learning) (Scotland) Act 2004 states that the appeal against the refusal of a placing request for children with additional support needs, where that nursery provision falls within the definition of a special school, is referred to the Additional Support Needs Tribunal for Scotland. Where the nursery provision does not fall within the definition of a special school, parents have to right to appeal (for more information please see section 4 on Allocation Information).

## 4 Allocation Information

- Children will be allocated part-time places in the local primary school to which their resident home address is zoned or to which the home address of the main carer is zoned. Parents and carers must complete the Childcare form in appendix 2.
- If the nursery is full then parents should be offered a place for their child according to their order of preference as indicated on their application form and the availability of places.
- The parents of children resident in Aberdeenshire can apply for a place in any nursery in the City. Where a place has been allocated to an Aberdeenshire child and accepted, it is final and cannot be withdrawn for a child who fulfils the criteria of Bands 1-7
- There is no current right of appeal for nursery places. Placing request legislation only covers school age children. However it is expected and 'good practice' for all decisions on placements to be reviewed internally on the request from parents.
- Schools should advise parents that the Family Information Service (**FIS**) can provide information and advice about all services for children. Telephone: 01224 346034 (lines open Mon-Fri, 10am – 4pm)  
Email: [fis@aberdeencity.gov.uk](mailto:fis@aberdeencity.gov.uk).

## 5 Class composition

The composition of nursery classes is **not** solely to be determined by children's chronological age.

It is the head teacher's responsibility to compose classes taking account of the needs of all children. The following factors will also be considered when composing class groups:

- Achieving a balance of gender, age, children with additional support needs;
- Children's existing friendships/peer groups;
- Previous assessment information used to create learning groups; and
- Parental preference.

## 6 Deferred entry to primary one

Children who are 4 in January or February, whose parents request that their entry to primary school is deferred, are entitled to an additional year of publicly funded part-time early learning and childcare. No deferred entry request form is required, parents simply need to apply in the usual way for a nursery place.

Children born between the start of the school year and the last day of December may request a deferred place but this is at the discretion of the local authority.

Parents considering deferred entry should be given a copy of the Deferred Entry leaflet (see appendix 5). The deferred entry request form has been expanded to accommodate more detailed narrative.

The decision to apply for a deferred place should be a **joint** decision between parents and staff at the school. Where staff at the school does not support the parents' request, reasons must be shared with parents and given on the request form.

To ensure a consistent approach is taken throughout the City, decisions regarding deferred entry places are made by a multi agency panel who meet in February 2017. A

decision to agree a deferred entry will only be made when the panel are certain that a deferred entry will be beneficial to the child. **In every case, where a parent wishes to request deferred entry, schools must work with the parent and submit a form on their behalf.**

## **7 Early entry to primary one**

Parents have the right to request early entry to primary school. Applications are subject to assessment of the child's ability and aptitude and whether the primary class is suitable to meet the needs of the child.

Assessments would normally involve a referral to the Educational Psychology Service.

Parents considering early entry to primary one should be given a copy of the Early Entry leaflet (see appendix 6).

## **8 Application procedures**

In January each year, parents are invited to apply directly to schools for places in nursery for the school term commencing the following August.

If a child currently attends a local authority nursery space and they plan to continue at the same nursery for their pre-school year then parents **DO NOT** need to apply again. If parents want to apply for a different nursery, then they have to complete a new application form.

All parents requesting a place at the nursery should be given an application form, **even if the nursery is full.**

Parents should be given a copy of the Nursery Application Form. Parents can apply for up to 5 nursery places on the same form.

The list of nursery applications will be kept from January 2017 until July 2018.

Late applications can be accepted at any time during the school session.

Once places have been allocated, all other applications will be kept on a waiting list. This list will be maintained by the Early Years Team until the end of June 2018.

A timetable for allocation and induction can be found in the appendices.

Application forms are **not** dealt with according to the date they were received. The criteria for early learning and childcare admissions (Point 3 – Bands 1 – 7) will be followed. The same criteria is used to determine a child's place on any waiting list.

## 9 Non Attendance

Aberdeen City Council encourages parents to take up the entitlement for Early Learning and Childcare. If parents have accepted a place and do not turn up on the expected date it is the head teachers' responsibility to try to get in contact with the parent as soon as possible. If the child has failed, or is failing to attend nursery, then it is the responsibility of the head teacher to contact the child's named person, as indicated on the application form.

If contact cannot be made with the parent by phone/email then the head teacher should send a letter to the home address, with a deadline for response, advising that if they do not respond by that date then the decision may be taken to withdraw the place. If the parent fails to get back in touch by that date, then please discuss with the Early Years Team. If the evidence suggests that the parent is not intending on taking up the offer then consideration will be given to withdrawing the place. Parents can reapply at a later date if circumstances change.

For children who have enrolled and are attending regularly but whose families decide not to use the service in the nursery for family or holiday reasons, the authority will hold a place for **maximum period of 4 weeks**. If the parent has not made contact with the nursery or Early Years Team, or the child has not returned to nursery within this 4 week period, the place may be withdrawn. The head teacher has the discretion to extend this timescale based on family circumstance.

## 10 Guidelines for Induction

Aberdeen City Council is committed to providing induction programmes that will ensure the happy and safe transition to nursery and which will support children to become confident, eager and enthusiastic learners.

### Principles of induction

- Children need social and emotional support to help them cope with changes i.e. the people, the setting, the approach and the curriculum.
- Parents need to be well informed and involved.
- Nursery staff must welcome each child and help them develop independence and a sense of belonging to the nursery and the wider school.
- Recognition should be given to children's previous experiences.

### Processes of induction

- Induction is the educational process through which the child and the parents are introduced to the nursery and welcomed into the wider school community.

### The special nature of induction at the nursery stage

The following factors should be taken into account when planning nursery induction:

- **Parents** have a critical role to play as they are the children's prime educator in their early years. They provide the constant element in the child's experience of transition from one setting to another. Their in-depth knowledge of the child needs to be shared with the nursery staff.

- **Young children** have to learn to cope with people and settings outside their family. For this to be a positive process they require the social and emotional support from both parents and nursery staff to enable them to adjust to:
  - the temporary separation from the family;
  - the new social context; and
  - the range of learning experiences they encounter.
- **Nursery staff members** have a crucial role to play in welcoming parents and children by creating a safe and stimulating environment that will broaden and develop the children's learning experiences. They will promote genuine partnerships with parents to provide the best opportunities to discuss the child's achievements to date, which will help support programmes for learning.

### **Management of induction to nursery**

Schools should ensure that all nursery staff and parents are familiar with Aberdeen City Council's Policy on admission to nursery.

All nursery classes should:

- Have a policy on induction;
- Provide a prospectus/handbook that sets out the nursery aims and information about the nursery and the curriculum in a clear and comprehensive manner;
- Organise a pre-entry visit and allocate time for **individual contact** with every parent and child. Discuss intake arrangements and explain the rationale behind this;
- Give due consideration to the order in which children are admitted e.g. whether children with additional support needs or twins are admitted first or join an established group;
- Consider children's previous early years experiences and family circumstances when deciding on the induction pattern;
- Liaise with any other agencies involved with the child;
- Phase pre-school and deferred entry year children into the nursery for a full session over a 3 week period. It would be expected that ante pre-school year children would attend a full session by the end of the fifth week. The local authority is required to provide a minimum of 38 weeks of pre-school education;
- Involve parents in the settling process, welcoming their presence if they wish, until their child is confident with the nursery staff;
- Organise opportunities for parents to find out about the curriculum and how children learn e.g. open days, meetings, workshops and information pamphlets. This should be continued within the arrangements for reporting to parents which could take the form of an early October/November meeting to discuss the child's emotional, personal and social development and an end of year meeting to report on the child's progress and achievement;

- Review induction procedures annually in the light of parental and staff comment and taking account of the particular circumstances of the incoming group.

General enquiries about the Nursery Admissions Policy should be directed to:

Early Years Team

Frederick Street Centre, Frederick Street

Aberdeen AB24 5HY

01224 764654

<b>Application, Allocation and Induction Timetable 16/17</b>	
<b>Early January 2017</b>	<p><b>Early Years Team</b> will write to all parents whose children are on waiting list(s) for 2016/17, and who are eligible for session 2017/2018 advising that they have to apply in January 2017.</p> <p>Schools are responsible for ensuring that the Early Years Team receive a list of those children who are continuing in their nursery. If parents want to apply elsewhere, they must fill out a new application form as normal.</p> <p>An advertisement will appear in the local press advising parents to apply for nursery places for session 2017/2018.</p>
<b>January 2017</b>	
<b>16<sup>th</sup> January to 27<sup>th</sup> January 2017</b>	Parents apply for places by collecting an Early Learning and Childcare Application Form from <b>Schools</b> . The closing date for receipt of applications is <b>27<sup>th</sup> January 2017</b> .
<b>February 2017</b>	<p><b>Schools</b> copy application forms and send a list of continuers to the Early Years Team by <b>3<sup>rd</sup> February 2017</b>.</p> <p><b>Schools</b> should submit requests for <b>Deferred Entry</b> to P1 to the Early Years Team by <b>18<sup>th</sup> February 2017</b>. The Deferred Entry panel will meet on <b>20<sup>th</sup> February 2017</b> to assess applications. Schools must ensure that Deferred Entry applications are included in the batch of nursery applications submitted.</p> <p>Pre-School Additional Support Needs admission panel will be held in February 2017.</p>
<b>By 15<sup>th</sup> March 2017</b>	The <b>Early Years Team</b> will send Head Teachers lists of children who will be offered places at their schools.
<b>By 22<sup>nd</sup> March 2017</b>	The <b>Head Teacher</b> will compose classes using the criteria in this policy and forward this information to the Early Years Team by <b>22<sup>nd</sup> March 2017</b> .
<b>By 12<sup>th</sup> April 2017</b>	Letters with offers of nursery places will be posted to parents/guardians by the Early Years Team by <b>12<sup>th</sup> April 2017</b> .
	<b>Parents</b> will be asked to return the acceptance slip to the Early Years Team by <b>24<sup>th</sup> April 2017</b> .
<b>12<sup>th</sup> May 2017</b>	<b>Early Years Team will send final list of accepted places to schools.</b>
<b>June 2017 Induction and enrolment</b>	<b>Schools</b> should give each parent a Nursery Enrolment Form to complete and this should be used to input information to their Management Information System.
<b>Two weeks before the Summer Holiday</b>	Parents and children should know which session will be attended and, where possible, know who the Nursery staff will be. They should have been offered an opportunity to visit the Nursery and be given a Nursery Prospectus/Handbook.
<p>Schools should <b>continue</b> to send applications to the Early Years Team, who will process the applications and advise if the schools can offer spaces. No offers should be made by the school. The Early Years Team will make <b>all</b> offers.</p>	

## **Applications for Early Learning and Childcare Places School Session August 2017 to June 2018 Parent Guidance**

Your child is eligible for an Early Learning and Childcare place at a Local Authority School if his/her birthday is between the following dates:

- 1 March 2014 to 28 February 2015 – Ante-Pre-School Year
- 1 March 2013 to 28 February 2014 – Pre-school Year

If your child's birthday was before 1 March 2013 your child **may** be eligible for an additional year of Early Learning and Childcare. Ask your school for a leaflet on deferred entry for Primary 1.

Your child is entitled to 600 hours of Early Learning and Childcare. Places in Local Authority Nurseries are currently for the 17/18 school year, 3 hours 10 minutes per day during term time. Partner providers currently provide flexibility for the 17/18 school year.

### **How do I apply for a part-time nursery place?**

Complete the application form and return to your school by **26 January 2017**. Bring a copy of your child's birth certificate with you as evidence of your child's age and also proof of address. Please see below a list of acceptable proofs of address:

- Tenancy Agreement
- Tax letter: Tax Credit, Personal Tax P60 or Tax Pensions
- Benefit Letter: Income Support, Housing benefit, council tax or DLA
- Drivers Licence
- Proof of Purchase – Only if family are resident in the property
- National Insurance Letter
- Council Tax Bill – must be recent

### **Can I apply for more than one place?**

Yes. The application form allows you to choose five schools in order of preference. You do not need to submit a separate form to each school.

### **What happens to my application form?**

Your application will be forwarded to The Early Years Team who will allocate the places.

Places are allocated according to a set of criteria which prioritises places for children based on:

- The child's needs – applications supported by social workers, health care professionals and educational psychologists may receive priority for a nursery place. If you think your child's place may be supported in this way you should ask for a Supported Application Form.
- The school zone in which they live – children who live or have a daily carer living in the catchment area for a school get priority for a place at that school. This does not apply to children who live outside the city.

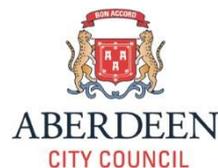
- Sibling – if a child has a sibling at the same school that they are applying to then this will give them preference (please see allocation criteria bands 1-7)
- Age – older children get priority for places over the younger children

**When will I know if I have been successful?**

You will receive a letter advising if you have been successful, or if your child is on a waiting list.

FOR SCHOOL USE ONLY

DATE:  
DOB CHECKED:  
ADDRESS CHECKED:  
SIBLING CHECKED (if applicable):  
INITIALS:



**EARLY LEARNING AND CHILDCARE APPLICATION FORM**  
**August 2017 to June 2018**

Child's First Name: \_\_\_\_\_ Child's Surname: \_\_\_\_\_

Is your child known by any other name? \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender: Male/Female \_\_\_\_\_

Parent/Guardian's name: Mr/Mrs/Ms/Other \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email address (may be used if unable to contact you via telephone): \_\_\_\_\_

Please give the name of any other person who has parental rights for this child: \_\_\_\_\_

Pre-School Centre currently attending: \_\_\_\_\_

Session currently attended: \_\_\_\_\_ am / pm / whole day \_\_\_\_\_

Does your child have siblings in nursery or primary 1 to 6 in any of the schools you are applying for? If so please state which school, the siblings name and date of birth: \_\_\_\_\_

Please tick this box to confirm that you are aware that if your child gets a place at nursery based on a sibling, then this does not guarantee you a place at that school for primary 1.

In order to help us support your child, please state your child's home language and whether they have any additional support needs? Such as health, mobility, communication etc. \_\_\_\_\_

Please provide the name, practice and contact details for your Health Visitor or Named Person: \_\_\_\_\_

If you are resident in the city and your child has a daily guardian/carer, please complete a Childcare Information Form – without this form no childcare details will be considered.

Please write the name of the school you wish to apply for and the session of your choice in order of preference.

	School Name	AM Session	PM Session	Either
1 <sup>st</sup> Choice				
2 <sup>nd</sup> Choice				
3 <sup>rd</sup> Choice				
4 <sup>th</sup> Choice				
5 <sup>th</sup> Choice				

**It is not always possible to allocate your preferred session but by completing this form you will assist the Head Teachers to make decisions about the composition of their nursery classes**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## EARLY LEARNING AND CHILDCARE APPLICATION – CHILDCARE INFORMATION

If your child has a daily carer and you wish to apply for an Early Learning and Childcare place within the carer's catchment area, please complete Part A of this form. The child's carer must complete Part B.

Please note that children who are resident outside the City cannot use the address of a carer within the city in their application.

### Part A

Child's Name

Date of Birth

School Applied for

Parent / Guardian's Name

Address

### Part B

I confirm that I am currently the daily carer for the above named child and that this is an ongoing arrangement which will continue if the above named child receives a place at the school specified in PART A above. My current child-minding hours for this child are as follows:

If you will take the child to / from school on a daily basis please tick

	Morning Hours	Lunchtime	Afternoon Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Daily carer's name

Address

Telephone Number

Relationship to child (e.g. grandparent or childminder)

Signature

Date

## Guidance for Professional Support for Application to Nursery

Please note that these forms are processed centrally, not by the school. The Early Years Team will have no knowledge of the family involved, so please mention any details that support this application.

Please bear the following points in mind when completing the application form

- It is essential to mention if the child is or has been on an at risk register.
- Any Social Work involvement must be mentioned on the form or in any additional information provided along with the form.
- The form must clearly show why the child's needs are significantly more than other children.
- List all agencies involved with the family and the support they are providing
- Please ensure that the family have also completed the standard "Nursery Application Form".
- Please note that the information on each form will be assessed on an individual basis.
- Not all professionally supported applications will be accepted as a priority application.
- If the professionally supported application is accepted, the child will still enter nursery in the term following their third birthday.

If you have any queries please contact the  
Early Years Team on 01224 764654



**PROFESSIONAL SUPPORT FOR APPLICATION TO NURSERY**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: Male/Female \_\_\_\_\_

Parent/Guardian's Name: Mr/Mrs/Ms/Other \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Pre School Centre currently attending: \_\_\_\_\_

If you are resident in the city and your child has a daily guardian/carer, please provide details below:

Carer's name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Details of professional supporting the application**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact number: \_\_\_\_\_

School (s) applied to  
Reason for making application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN THIS FORM ALONG WITH THE NURSERY APPLICATION FORM TO THE SCHOOL OF YOUR FIRST CHOICE AS INDICATED ON THE APPLICATION FORM. APPLICATION FORMS TO BE RETURNED BY 26 JANUARY. LATE APPLICATIONS WILL BE ACCEPTED.**

**Please return either to the school requested or to the Early Years Team**

The information on this form will be used only for the purposes of allocating nursery places. The data will be processed in compliance with the Data Protection Act

# Deferred Entry to Primary School

## Session 2017/18

### What is deferred entry to primary school?

Early Learning and Childcare services in Aberdeen City are designed to offer children a continuum of early learning experiences from nursery into Primary 1. However, for a few children it may be beneficial to have an additional year in nursery.

Children who will be 5 years old between 1 March 2017 and 28 February 2018 usually start primary school in August 2017. However, it is beneficial for a few children to have an additional year at nursery to allow them time to mature and develop.

### If I choose to defer entry to Primary One, am I entitled to a nursery place?

Children whose birthdays are in January or February are guaranteed additional time in nursery should their parents or carers wish them to have this. Children whose birthdays fall between the beginning of the school term in August and the 31 December may request an additional year. The Local Authority has the discretion to agree to these requests. Applications are considered by a multi agency panel.

### When do I need to decide?

The decision should be taken during the year before the child would normally start school.

### How do I decide?

When making this decision you can think about the following questions. These should not be used as a checklist but may help you to think about your child's strengths and areas for development.

### Is your child able to:

- Communicate in their own language with adults and children?
- Follow instructions e.g. tidy up, take a friend's hand?
- Listen to and respond to a story?
- Express needs and talk about experiences?
- Play with rhyming words and simple songs?
- Match and sort objects?
- Show an interest in the world of print and mark making?
- Cope with small changes in their routine?
- Form relationships, and be confident and happy?

### What should I do if I want a pre-school place for my child in his/her deferred year?

Discuss the reasons you wish to request deferred entry with the staff at your child's nursery who can submit an application with you to the Deferred Entry Panel. Applications can be made by your child's "named person" or health professional should your child not attend a nursery.

No deferred entry application is guaranteed. It is therefore recommended that you also apply for a Primary 1 space.

Consider the long term implications of your child starting school later than their peers. Children can legally leave school at 16 and if they have been deferred this means they can choose to leave school before they have taken their qualifying examinations.

What can you do to help?

- Encourage your child to play with children of a similar age outside of nursery.
- Establish a habit and ensure you read, talk and listen to your child every day.
- Spend time playing with your child, talking and encouraging their imagination.
- Encourage your child to collect, organise and match every day objects in different ways.

## EARLY LEARNING AND CHILDCARE – DEFERRED ENTRY REQUEST

(To be completed for children with **August 2012 to December 2012** dates of birth)

Child's name	
Child's date of birth	
Parent/Guardian's name	
Child's address	
	Post Code
<p>Early Learning and Childcare Centre</p>	<p>Currently attending.....</p> <p>Started at this setting on.....</p> <p>List any previous EL&amp;C experience with start/leaving dates</p>  <p>Which setting do the child's parents intend to apply for?</p>
<p>Please provide information on the child's progress within the early levels of the Curriculum for Excellence</p> <p>Comment on strengths and areas for development.</p> <p>You should consider</p> <ul style="list-style-type: none"> <li>Ability to manage emotions</li> <li>Social Skills</li> <li>Concentration</li> <li>Self help Skills</li> <li>Emerging literacy and numeracy skills</li> <li>Fine and gross motor skills</li> <li>Communication (listening and sharing their experiences)</li> </ul> <p>NB Children who would benefit from Deferred Entry generally have difficulties in more than one area.</p>	



Who else is involved in supporting his child? Specify name and agency	
Parental comments:	
Copy of this report given to parents (mandatory)	Please tick here <input type="checkbox"/>

Please return to:

Early Years Team  
 Frederick Street Centre  
 Ground Floor  
 Frederick Street  
 Aberdeen  
 AB24 5HY  
 Fax 01224 764614  
 Email [eyadmissions@aberdeencity.gov.uk](mailto:eyadmissions@aberdeencity.gov.uk)

## Early Entry to Primary One

### 1. When do children normally start Primary School?

Children in Aberdeen City are usually admitted to Primary One in the following way:

- If the child is 5 before 1 March, the child should start Primary One in the August of that year.
- If the child is 4 at the start of the school year but will turn 5 before 1 March of the following year, the child may start school before their 5<sup>th</sup> birthday. If their parents choose to do so, these children can start Primary One in the August **after** their 5<sup>th</sup> birthday.

### 2. Why start early?

Some parents feel that they would like their child to start Primary One before the normal school starting age as described above. This can be because the child has already had “formal education” in another country or because the parent feels the child is “ready for Primary One”.

### 3. What should I do if I want my child to start primary school early?

You should ask the Head Teacher of your current nursery or school for advice. Then, if you still want to request an early start, do this **in writing** to the Head Teacher of the school where you wish your child to attend Primary One.

### 4. Is starting early a good idea?

There is convincing research that suggests that the children who are youngest in their class under-perform when compared to the older children. This performance gap continues through to late secondary school. Although younger children may appear ready to cope with the Primary One curriculum, they may not be ready to cope socially and emotionally with the transition to primary school.

### 5. What will happen once I write to the Head Teacher of the school where I would like my child to begin Primary One early?

On receiving a request in writing for early entry to Primary One, the Head Teacher will take advice from an Educational Psychologist (EP). You will be required to give your permission for an Educational Psychologist to assess your child. The EP will talk with you and the child’s current early learning and childcare provider and may observe your child in the pre-school setting.

On receipt of advice from the EP, the Head Teacher will decide whether early entry is advisable. The decision will be based upon the child’s development across a range of aspects including their cognitive, social and emotional development. You will be advised of the outcome in writing.

## 6. What if I disagree with this decision?

There is no current right of appeal for early entry requests, other than by judicial review. Placing request legislation only covers school age children. However, it is expected and “good practice” for all decisions on placements to be reviewed internally on the request from parents.

If you are granted an early entry to Primary 1 request this is **only** for the named requested school. If there is not a place available in the school, then the normal placing request policy will be carried out.

Please ask the Head Teacher of the requested school or the School Placing Request Officer (Tel. 01224 522753) for advice about placing requests.

For more information contact: Aberdeen City Council School Placings Team (01224 522 753) or the Early Years Team (01224 764654).

## Aberdeen City Council Pre-School Education Centres

Nurseries listed by Associated School Group

### ABERDEEN GRAMMAR SCHOOL

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Ashley Road School	588732	Morning or Afternoon	80
Gilcomstoun School	642722	Morning or Afternoon	60
Gaelic Nursery @ Gilcomstoun School	642722	Morning	20
Mile End School	498140	Morning or Afternoon	80
St. Joseph's RC School	322730	Morning or Afternoon	40
Skene Square School	630493	Morning or Afternoon	80

### BUCKSBURN ACADEMY

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Brimmond School	712862	Morning or Afternoon	80
Kingswells School	740262	Morning or Afternoon	80
Stoneywood School	712720	Morning or Afternoon	40

### BRIDGE OF DON ACADEMY

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Braehead School	702330	Morning or Afternoon	80
Scotstown School	703331	Morning or Afternoon	80

### CULTS ACADEMY

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Culter School	733197	Morning or Afternoon	60
Cults School	869221	Morning or Afternoon	80
Milltimber School	732517	Morning or Afternoon	40

### DYCE ACADEMY

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Dyce School	772220	Morning or Afternoon	120

### HARLAW ACADEMY

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Broomhill School	315487	Morning or Afternoon	80
Ferryhill School	586755	Morning or Afternoon	80
Kaimhill School	313953	Morning or Afternoon	80

### HAZLEHEAD ACADEMY

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Airyhall School	498050	Morning or Afternoon	80
Fernielea School	318533	Morning or Afternoon	80
Hazlehead School	498120	Morning or Afternoon	80

Kingsford School	693554	Morning or Afternoon	80
------------------	--------	----------------------	----

### **KINCORTH ACADEMY**

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Abbotswell School	872714	Morning or Afternoon	80
Charleston School	249349	Morning or Afternoon	60
Kirkhill School	874439	Morning or Afternoon	80
Loirston School	897686	Morning or Afternoon	100

### **NORTHFIELD ACADEMY**

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Westpark School	692323	Morning or Afternoon	80
Heathryburn School	788180	Morning or Afternoon	80
Holy Family School	316446	Morning or Afternoon	40
Muirfield School	694958	Morning or Afternoon	80
Quarryhill School	692390	Morning or Afternoon	80
Manor Park School	812060	Morning or Afternoon	80
Bramble Brae School	692618	Morning or Afternoon	40

### **OLDMACHAR ACADEMY**

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Danestone School	825062	Morning or Afternoon	40
Forehill School	820904	Morning or Afternoon	60
Glashieburn School	704476	Morning or Afternoon	60
Middleton Park School	820873	Morning or Afternoon	40
Greenbrae School	704447	Morning or Afternoon	40

### **ST. MACHAR ACADEMY**

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Ashgrove Children's Centre	482293	Morning or Afternoon	40
Cornhill School	483234	Morning or Afternoon	120
Kittybrewster School	484451	Morning or Afternoon	60
Sunnybank School	261700	Morning or Afternoon	111
Woodside School	484778	Morning or Afternoon	110
Riverbank School	483217	Morning or Afternoon	80
Hanover Street School	569880	Morning or Afternoon	80
Seaton School	277920	Morning or Afternoon	80

### **TORRY ACADEMY**

<b>School</b>	<b>Telephone</b>	<b>Provision Available</b>	<b>No. of Places</b>
Tullos School	876621	Morning or Afternoon	80
Walker Road School	876736	Morning or Afternoon	120

## Registered Private, Independent and Voluntary Sector Pre-School Education Providers

The following establishments have entered into partnership with Aberdeen City Council and may be able to provide pre-school education places and extended day care facilities if parents so require.

Registered Pre-School establishments are listed by secondary school catchment area.

### ABERDEEN GRAMMAR

Albyn School for Girls	17-23 Queens Road	322408
Bruce Nursery	65 Osborne Place	646836
Great Western Pre-School	356-358 Great Western Road	311949
Queen's Cross Nursery	Queen's Cross Church, Albyn Place	515182
Rubislaw Playgroup	1 Beaconsfield Place	07747 830 386
Robert Gordon's College	Schoolhill	646758
Midsocket Playgroup	Scout Hut, Oakhill Lane Crescent	07752 532 958
Summers Nursery	44 Victoria Street	628862
Summers @ St Swithin Street	50 St Swithin Street	209966
Little Acorns**	Royal Cornhill Hospital, 26 Cornhill Road	557828
Maisie's Children Centre	18 Richmondhill Place	624332

### BUCKSBURN ACADEMY

Great Western Pre-school (Kingswells)	The Village Centre, Kingswells	745364
Kingswellies	Prime Four Business Park, Kingswells	741175/07595 447 596

### BRIDGE OF DON ACADEMY

The Bridges Nursery	Silverburn Lodge, Claymore Drive, Bridge of Don	826508
Stompers	Balgownie House, Campus 3, Balgownie Drive	478997

### CULTS ACADEMY

Craigton Lodge Nursery	5/7 Craigton Crescent, Peterculter	733980
Culter Playgroup	Village Hall, North Deeside Road, Peterculter	733289
Cults Playgroup	North Hall, 1 Quarry Road, Cults	07842 470828
St. Devenicks Playgroup	St. Devenicks Church Hall Baillieswells Road, Bielside	867431
Amber Kindergarten	Camphill Schools, Bielside	865893
Broomhill @ Cults	397 North Deeside Road, Cults	868606

## **DYCE ACADEMY**

J Puddleducks Nursery	162 Victoria Street, Dyce	722212
Bright Horizons @ Dyce	1 Aberdeen International Business Park, Dyce Drive	452953

## **HARLAW ACADEMY**

St. Margaret's School for Girls	15-17 Albyn Place	584466
Broomhill @ Fonthill	36 Fonthill Road	588898
Great Western Pre School @ Broomhill	323 Broomhill Road	319530
Treehouse Early Care & Education Centre	Robert Gordon's University, Garthdee Campus, Garthdee Road	973284

## **HAZLEHEAD ACADEMY**

First Class Nursery	Cunningham Building Macauley Drive	321199
Woodend Nursery **	Glenburn Wing Cottages, Woodend Hospital	556008

## **KINCORTH ACADEMY**

Covebay Kindergarten	Cove Road, Cove Bay	249234
----------------------	---------------------	--------

## **NORTHFIELD ACADEMY**

Middlefield Community Project	8 Logie Place	697000
-------------------------------	---------------	--------

## **OLDMACHAR ACADEMY**

The Shepherd's Nursery	Laverockbraes, Whitestripes Road	222100
Oldmachar Community Playgroup	Jesmond Drive	706690

## **ST. MACHAR ACADEMY**

Rocking Horse Nursery **	49 College Bounds	273400
Fersands Family Centre	Woodside Fountain Centre, Marquis Road	524950
Timber Kinder Garden	St. Ninian's Place	276020

## **TORRY ACADEMY**

Altens Nursery **	102 Hillview Road East Tullos	883911
Beech House Nursery	34 Balnagask Road	871411

\*\* workplace nursery