

Contents

Page 1	Appendix 1: Applications, allocations & induction timetable for Local Authority ELC settings 20/21
Page 2	Appendix 2: Applications for Early Learning and Childcare Places 20/21
Page 18	Appendix 3: Early Learning and Childcare Application – Childcare Information
Page 20	Appendix 4: Guidance for Professional Support for Application to Early Learning and Childcare
Page 23	Appendix 5: Deferred Entry to Primary 1
Page 28	Appendix 6: Early Entry to Primary One

Appendix 1

APPLICATION, ALLOCATION & INDUCTION TIMETABLE FOR LOCAL AUTHORITY ELC SETTINGS 2020/2021

Mid December 2019	<p>Early Years Team will write to all parents whose children are on waiting list (s) for 2019/20 and who are eligible for session 2020/21 advising that they have to apply in January 2020.</p> <p>Schools are responsible for ensuring that the Early Years team receive a list of children who are eligible to continue in 2020/21. This includes children who will start in January and April 2020.</p> <p>An advertisement will appear in the local press advising parents to apply for Early Learning and Childcare places for session 2020/21.</p>
January 2020	
15 th January 2020	<p>Schools should submit requests for Deferred Entry to P1 to the Early Years Team by 15th January 2020. The Deferred Entry panel will meet thereafter to assess applications. Applications should be emailed to eyadmissions@aberdeencity.gov.uk</p>
27 th January to 7 th February 2020	<p>Parents apply for places by collecting an Early Learning and Childcare Application Form from Schools. The closing date for receipt of applications is 7th February 2020.</p>
February 2020	<p>Schools copy application forms and send to the Early Years Team by 12th February 2020.</p> <p>The Early Learning and Childcare Additional Support Needs admission panel will be held in February 2019.</p>
During March 2020	<p>The Early Years Team will match preferences to spaces available.</p>
By 27 th April 2020	<p>The Head Teacher will receive lists of the children who will be offered places at their setting and details of which hours/sessions they will attend.</p>
By 4 th May 2020	<p>Letters with offers of ELC places will be posted to parents/guardians by the Early Years Team by 4th May 2020.</p>
	<p>Parents will be asked to return the acceptance slip to the Early Years Team by 18th May 2020.</p>
25 th May 2020	<p>Early Years Team will send final list of accepted places to schools.</p>
June 2020 Induction and enrolment	<p>Schools should give each parent a ELC Enrolment Form to complete and this should be used to input information to their Management Information System.</p>
Two weeks before the Summer Holiday	<p>Parents and children should know the hours they will be attending and, where possible, know who the ELC staff will be. They should have been offered an opportunity to visit the school and be given a Prospectus/Handbook.</p>
<p>Schools should continue to send applications to the Early Years Team, who will process the applications and advise if the schools can offer places.</p> <p>No offers should be made by the school. The Early Years Team will make all offers.</p>	

Appendix 2 (Pages 2-17)

Applications for Early Learning and Childcare Places 2020/2021

Your child is eligible for an Early Learning and Childcare (ELC) place if his/her birthday is between the following dates:

1 March 2017 to 28 February 2018 – Ante-Pre-School Year

1 March 2016 to 28 February 2017 – Pre-school Year

If your child's birthday was before 1 March 2016 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 1140 hours of Early Learning and Childcare. This may be taken at a Local Authority Early Learning and Childcare setting, a Funded Provider, a Childminder or a combination.

How do I apply for an Early Learning and Childcare place at a Local Authority ELC setting?

To apply for a place in a Local Authority school ELC setting, complete the application form and return to your school by **7th February 2020**. Please 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

If you are accessing your child's full entitlement in a local authority ELC setting you will be given the following options within your Associated School Group (ASG). Some schools will only offer 9am – 3pm, some schools will offer 8am – 6pm as per the models below. This gives choice and flexibility within each ASG.

- 9am till 3pm/ 5 days a week/ 38 weeks annually; or
- 8am till 6pm/ 5 AM sessions OR 5 PM sessions a week/ 46 weeks annually; or
- 8am till 6pm/ 2 x 10 hour days and 1 x 4 hour 57 minutes/ 46 weeks annually

New ELC Settings and Outdoor Nursery provision

As part of the ELC Expansion programme, we are undertaking a number of projects to remodel and reconfigure existing nursery settings to ensure they are fit for purpose. We are also extending and building new ELC settings to create high quality and impactful ELC environments. New settings are highlighted on the application form. This includes

our new Outdoor provision. If you are applying for a new build please complete the application form and return to any school within the ASG.

What happens if there is no space in my preferred school?

The application form allows you to choose up to 3 settings in order of preference. You do not need to submit a separate form to each school. Accepting a place in another school does not affect your place on the waiting list at your first choice 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 an ELC place. If you think your child's place may be supported in this way you should ask for a Supported Application Form.
- 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 1-6).
- In all the criteria above older children get priority for places over the younger children.

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

How do I apply for an Early Learning and Childcare place at a Funded ELC setting?

Contact your chosen Funded Provider to discuss if places are available. Details of all funded ELC settings, who are registered with Aberdeen City Council to provide ELC, can be found at the back of this application form. You can now access your full funded hours with a Funded Provider (including a childminder).

Blended Provision

You can split your 1140 hours between a Local Authority ELC setting and a Funded Provider or Funded Childminder.

1140 hours in weeks:

- 38 weeks annually / 30 hours per week
- 46 weeks annually / 24 hours and 57 minutes per week
- 52 weeks annually / 21 hours and 55 minutes per week

It is your responsibility to find a Funded Provider or Childminder and agree a place with them.

Please be aware that any hours taken at a Local Authority setting will be deducted from your entitlement at a Funded Provider or Childminder. To access a list of Childminders please contact: FIS@aberdeencity.gov.uk.

You will notice that some of our Local Authority ELC settings will continue to offer 600 hours. As stated previously, 1140 is an entitlement, you do not have to use all of your hours – this is optional. If you wish to attend any of these settings and access your full entitlement, you have the option to do a blended provision (as described above).

FOR SCHOOL USE ONLY

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



EARLY LEARNING AND CHILDCARE APPLICATION FORM

2020/2021

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 Number
Email address (we may email you about your application)	
Please provide the name of any other person with parental rights or whom we can discuss the application with (ie Mother, Father) please note that information will not be disclosed to anyone unless detailed here.	
ELC Setting currently attending	AM / PM / Whole day
If your child has siblings in P1 – P6 at the school you are applying for please state which school, their name(s) and date of birth	
Please provide the name and contact details for your health visitor or named person	
In order to help us support your child, please state your child's home language and whether they have any additional support needs (health, mobility communication etc)	
I am aware that if my child is given a place at an ELC setting out with my catchment area this DOES NOT guarantee my child a place at Primary 1 at that school <input type="checkbox"/>	

If your child has a daily carer in the Catchment area for a school you are applying for you will need to complete the “Childcare Form” (**Appendix 3**)

If you intend to access “blended” provision please indicate which Childminder or ELC Setting you intend to access. It is your responsibility to secure the place with the ELC setting or Childminder.

Setting

Days/Hours

New Builds/Remodelling works

By ticking this box I understand that suitable alternative provision will be made available in the local area should there be any delays with building works.

School	ELC Hours for August 2020	Preference (State days OR session (AM/PM) required) (1 st , 2 nd or 3 rd)
Aberdeen Grammar ASG		
Ashley Road School	9am-3pm Term time	
Gilcomstoun G.U.	9am-3pm Term time	
Gilcomstoun	8am-6pm x 46 weeks (2 and half days)	
Gilcomstoun	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Mile End School	8am-6pm x 46 weeks (2 and half days)	
Mile End School	8am-6pm x 46 weeks AM or PM 5(4 hours 57 minutes)	
Skene Square	AM or PM Term Time (3 hour 10 minutes)	
St Joseph's RC School	AM or PM Term Time (3 hour 10 minutes)	

Bridge of Don ASG		
Braehead School	8am-6pm x 46 weeks (2 and half days)	
Braehead School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Scotstown	9am-3pm x Term Time	

Bucksburn ASG		
Brimmond School	8am-6pm x 46 weeks (2 and half days)	
Brimmond School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Kingswells School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Stoneywood School	8am-6pm x 46 weeks (2 and half days)	
Stoneywood School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	

Cults ASG		
Culter School	8am-6pm x 46 weeks (2 and half days)	
Culter School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Cults School	8am-6pm x 46 weeks (2 and half days)	
Cults School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Milltimber School	9am-3pm x Term Time	

Dyce ASG		
Dyce School	8am-6pm x 46 weeks (2 and half days)	
Dyce School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	

Harlaw ASG		
Broomhill School	8am-6pm x 46 weeks (2 and half days)	
Broomhill School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Ferryhill School	9am-3pm x Term Time	
Hanover Street School	9am-3pm x Term Time	
Kaimhill School	8am-6pm x 46 weeks (2 and half days)	
Kaimhill School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	

Hazlehead ASG		
Airyhall School	8am-6pm x 46 weeks (2 and half days)	
Airyhall School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Fernielea School	9am-3pm x Term Time	
Hazlehead School	8am-6pm x 46 weeks (2 and half days)	
Hazlehead School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Kingsford School	8am-6pm x 46 weeks (2 and half days)	
Kingsford School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Kingsford School	9am-3pm x Term Time	

Lochside ASG		
Kincorth		
Abbotswell School	9am-3pm x Term Time	
Charleston School	8am-6pm x 46 weeks (2 and half days)	
Charleston School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Kirkhill School	8am-6pm x 46 weeks (2 and half days)	
Kirkhill School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Loirston School	8am-6pm x 46 weeks (2 and half days)	
Loirston School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Torry		
Tullos School	8am-6pm x 46 weeks (2 and half days)	
Tullos School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Walker Road	8am-6pm x 46 weeks (2 and half days)	
Walker Road	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	

Northfield ASG		
Bramblebrae School	3 hour 10 minutes AM or PM Term Time	
Heathryburn	8am-6pm x 46 weeks (2 and half days)	
Heathryburn	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Muirfield School	8am-6pm x 46 weeks (2 and half days)	
Muirfield School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Quarryhill School	8am-6pm x 46 weeks (2 and half days)	
Quarryhill School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	

Manor Park School	9am-3pm x Term Time	
West Park School	8am-6pm x 46 weeks (2 and half days)	
West Park School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Holy Family School	9am-3pm x Term Time	

Old Machar ASG		
Danestone School	8am-6pm x 46 weeks (2 and half days)	
Danestone School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Forehill School	8am-6pm x 46 weeks (2 and half days)	
Forehill School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Glashieburn School	9am-3pm x Term Time	
Greenbrae School	8am-6pm x 46 weeks (2 and half days)	
Greenbrae School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Middleton Park School	9am-3pm x Term Time	

St Machar ASG		
Ashgrove Children's Centre	9am-3pm x Term Time	
Cornhill School	9am-3pm x Term Time	
Cornhill School	8am-6pm x 46 weeks (2 and half days)	
Cornhill School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Kittybrewster School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Riverbank School	8am-6pm x 46 weeks (2 and half days)	
Riverbank School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Seaton School	9am-3pm x Term Time	
Sunnybank School	9am-3pm Term Time	
Sunnybank School	AM or PM Term Time (3 hour 10 minutes)	
Woodside School	9am-3pm Term Time	
Woodside School	8am-6pm x 46 weeks (2 and half days)	
Woodside School	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
New Builds in St Machar ASG		
Regent Walk, Seaton	9am-3pm Term Time	
Regent Walk, Seaton	8am-6pm x 46 weeks (2 and half days)	
Regent Walk, Seaton	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
New Build in Northfield ASG Opening Autumn 2020		
Northfield Cummings Park	*9am – 3pm Term Time/ 8am – 6pm 46 weeks	
New Build in St Machar ASG Opening Autumn 2020		
Tillydrone Nursery	*8am – 6pm 46 weeks	
Outdoor Provision		
Duthie Park	8am-6pm x 46 weeks AM or PM (4 hours 57 minutes)	
Hazlehead Park	9am-3pm Term Time	

*It is anticipated from this point that these settings will be able to offer fully flexible models.

<i>Signature</i>	<i>Date</i>
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Early Learning and Childcare Settings in Aberdeen City

Listed by Associated School Group (ASG)

ABERDEEN GRAMMAR SCHOOL			
Local Authority Setting	Address	Telephone (01224)	Provision
Ashley Road School	45 Ashley Road Aberdeen AB10 6RU	588732	9am-3pm x Term Time
Gilcomstoun School	Skene Street Aberdeen AB10 1PG	642722	8am-6pm x 46 weeks
Gaelic Nursery @ Gilcomstoun School	Skene Street Aberdeen AB10 1PG	642722	9am-3pm x Term Time
Mile End School	Midsocket Road Aberdeen AB15 5LT	498140	8am-6pm x 46 weeks
St Joseph's RC School	3-5 Queens Road Aberdeen AB15 4YL	322730	AM or PM Term Time (3 hour 10 minutes) 600 hours
Skene Square School	61 Skene Square Aberdeen AB25 2UN	630493	AM or PM Term Time (3 hour 10 minutes) 600 hours
Funded Provider Setting	Address	Telephone (01224)	Provision
Albyn School	17-23 Queens Road Aberdeen AB15 4PB	322408	Contact setting
The Bruce Nursery	65 Osborne Place Aberdeen AB25 2BX	646836	Fully Flexible Model
Bright Horizons at 24 St Swithin	24 St Swithin Street Aberdeen AB10 6XD	324555	Contact setting
Bright Horizons at 44 St Swithin	44 St Swithin Street Aberdeen AB10 6XJ	324556	Contact setting
Great Western Pre-School	356-358 Great Western Road Aberdeen AB10 6LX	311949	Fully Flexible Model
Queen's Cross Nursery	Queen's Cross Church Albyn Place, Aberdeen AB10 1YN	624721	9am-3pm x Term Time

Robert Gordon's College	Schoolhill Aberdeen AB10 1FE	646758	Fully Flexible Model
Midsocket Playgroup	Rosemount Centre Belgrave Terrace Aberdeen AB25 2NS	07752532958	9am-3pm x Term Time
Summers Nursery	44 Victoria Street Aberdeen AB10 1XA	628862	Contact setting
Summers Nursery	50 St Swithin Street Aberdeen AB10 6XJ	209966	Contact setting
Little Acorns Nursery (workplace nursery only)	Royal Cornhill Hospital 26 Cornhill Road Aberdeen AB25 2ZT	557457	Workplace nursery
The Kindergarten Nursery	196 Westburn Road Aberdeen AB25 2LT	633803	Contact setting

BRIDGE OF DON ACADEMY			
Local Authority Setting	Address	Telephone (01224)	Provision
Braehead School	Braehead Way Bridge of Don Aberdeen AB22 8RR	702330	8am-6pm x 46 weeks
Scotstown School	Scotstown Road Bridge of Don Aberdeen AB22 8HH	703331	9am-3pm x Term Time
Funded Provider Setting	Address	Telephone (01224)	Provision
The Bridges Pre School Nursery	Silverburn Lodge Claymore Drive Bridge of Don Aberdeen AB23 8GD	826508	Fully Flexible Model
Stompers Childcare Services	Campus 3 Science & Technology Park Bridge of Don Aberdeen AB22 8GW	478997	9am-3pm x Term Time
BUCKSBURN ACADEMY			

Local Authority Setting	Address	Telephone (01224)	Provision
Brimmond School	Netherhills Place Bucksburn Aberdeen AB21 9DF	719930	8am-6pm x 46 weeks
Kingswells School	Kingswells Avenue Kingswells Aberdeen AB15 8TG	740262	8am-6pm x 46 weeks
Stoneywood School	Stoneywood Road Stoneywood Aberdeen AB21 9HY	712720	8am-6pm x 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
Great Western Pre School	The Village Centre Kingswells Aberdeen AB15 8TG	745364	Fully Flexible Model
Kingswellies	Prime 4 Business Park Kingswells Causeway Kingswells Aberdeen AB15 8PU	741175	8am- 6pm – minimum 2 days or 4 half days
Childminder	Address	Telephone	Provision
Kerry Morrison	Bucksburn	Kerrimo1986@gmail.com	Contact directly

CULTS ACADEMY			
Local Authority Setting	Address	Telephone (01224)	
Culter School	22 School Road Peterculter Aberdeen AB14 ORX	733197	8am-6pm x 46 weeks
Cults School	Earlswells Road Cults Aberdeen AB15 9RG	869221	8am-6pm x 46 weeks
Milltimber School	Monearn Gardens Milltimber Aberdeen AB13 ODX	732517	9am-3pm x Term Time

Funded Provider Setting	Address	Telephone (01224)	Provision
Amber Kindergarten	Camphill Schools Bielside Aberdeen AB15 9EN	865893	Monday – Thursday 9.30am-3.30am Friday – 9.30am- 12.30pm
Broomhill Nursery @ Cults	397 North Deeside Road Cults Aberdeen AB15 9SX	868608	Contact setting
Craigton Lodge Nursery School	5/7 Craigton Crescent Peterculter Aberdeen AB14 0SB	733980	Fully Flexible Model
Culter Playgroup	Village Hall North Deeside Road Peterculter Aberdeen AB14 0UD	733289	Contact setting
Cults Playgroup	North Hall 1 Quarry Road Cults Aberdeen AB15 9EX	868182	9am-12noon x Term Time
St Devenicks Playgroup	St Devenicks Church Hall Baillieswells Road Bielside Aberdeen AB15 9AP	07931223545	Contact setting

DYCE ACADEMY			
Local Authority Setting	Address	Telephone (01224)	Provision
Dyce School	Gordon Terrace Dyce Aberdeen AB21 7NF	772220	8am – 6pm 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
J Puddleducks Childcare	162 Victoria Street Dyce Aberdeen AB21 7DN	722212	Contact setting
Bright Horizons at Dyce	1 Aberdeen International Business Park Dyce Drive Dyce Aberdeen AB21 0BR	729272	Contact setting

HARLAW ACADEMY			
Local Authority Setting	Address	Telephone (01224)	Provision
Broomhill School	Gray Street Aberdeen AB10 6JF	315487	8am-6pm x 46 weeks
Ferryhill School	Caledonian Place Aberdeen AB11 6TT	586755	9am-3pm x Term Time
Hanover Street School	Beach Boulevard Aberdeen AB24 5HN	569880	9am-3pm x Term Time
Kaimhill School	Pitmedden Terrace Aberdeen AB10 7HR	498150	8am-6pm x 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
Broomhill Nursery @ Fonthill	36 Fonthill Road Aberdeen AB11 6UJ	588898	Contact setting
Great Western Pre School	323 Broomhill Road Aberdeen AB10 7LR	319530	Fully Flexible Model
The Nursery at St Margaret's School	15-17 Albyn Place Aberdeen AB10 1RU	584466	Contact setting
Treehouse Early Education & Care Centre	Robert Gordon's University Garthdee Campus	861840	Contact setting

	Garthdee Road Aberdeen AB10 7AQ		
Little Dreams Nursery	42-44 Bon Accord Street Aberdeen AB11 6EL	576130	Contact setting
Childminder	Address	Telephone	Provision
Colleen Castillo	Garthdee area	c.castillo@sky.com	Contact directly

HAZLEHEAD ACADEMY			
Local Authority Setting	Address	Telephone (01224)	Provision
Airyhall School	Countesswells Road Aberdeen AB15 8AD	498050	8am-6pm x 46 weeks
Fernielea School	Stronsay Place Aberdeen AB15 6HD	318533	9am-3pm x Term Time
Hazlehead School	Provost Graham Avenue Aberdeen AB15 8HB	498120	8am-6pm x 46 weeks
Kingsford School	Kingsford Road Aberdeen AB16 6PQ	693554	9am-3pm x Term Time 8am-6pm x 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
First Class Nursery	Cunningham Building Macaulay Drive Aberdeen AB15 8QW	321199	Contact setting
Woodend Nursery (workplace nursery only)	Glenburn Wing Cottages Woodend Hospital Aberdeen AB15 6XS	556008	Workplace Nursery

LOCHSIDE ACADEMY			
Local Authority Setting	Address	Telephone (01224)	Provision
Abbotswell School	Faulds Gate Kincorth Aberdeen AB12 5QX	872714	9am-3pm x Term Time
Charleston School	Charleston Road	249349	8am-6pm x 46 weeks

	Cove Aberdeen AB12 3FH		
Kirkhill School	Cairngorm Gardens Kincorth Aberdeen AB12 5BS	874439	8am-6pm x 46 weeks
Loirston School	Loirston Avenue Cove Aberdeen AB12 3HE	897686	8am-6pm x 46 weeks
Tullos School	Girdleness Road Aberdeen AB11 8FJ	876621	8am-6pm x 46 weeks
Walker Road School	Walker Road Torry Aberdeen AB11 8DL	879720	8am-6pm x 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
Altens Nursery (workplace nursery only)	102 Hillview Road Altens Aberdeen AB12 3GZ	883911	Workplace Nursery
Beech House Nursery	34 Balnagask Road Aberdeen AB11 8HR	871411	Contact setting
Cove Bay Kindergarten	Cove Road Cove Bay Aberdeen AB12 3NX	249234	Contact setting
Little Clouds Nursery	Nigg Kirk Road Altens Aberdeen AB12 3DF	899965	Contact setting

NORTHFIELD ACADEMY			
Local Authority Setting	Address	Telephone (01224)	
Bramble Brae School	Cummings Park Drive Aberdeen AB16 7BL	692618	AM or PM Term Time (3 hour 10 minutes) 600 hours
Heathryburn School	Howes Road Aberdeen AB16 7RW	788180	8am-6pm x 46 weeks
Holy Family RC School	Summerhill Terrace Aberdeen AB15 6HE	316446	9am-3pm x Term Time

Manor Park School	Danestone Circle Aberdeen AB16 7YB	812060	9am-3pm x Term Time
Muirfield School	Mastrick Drive Aberdeen AB16 6UE	694958	8am-6pm x 46 weeks
Quarryhill School	Birkhall Parade Aberdeen AB16 5QT	692390	8am-6pm x 46 weeks
Westpark School	Cruden Crescent Northfield Aberdeen AB16 7JD	692323	8am-6pm x 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
Angels & Co	St Clements Church Mastrick Drive Aberdeen AB16 6UF	684015	Contact setting
Middlefield Community Project	The Hub Manor Avenue Aberdeen AB16 7UR	697000	Contact setting

OLDMACHAR ACADEMY			
Local Authority Setting	Address	Telephone (01224)	Provision
Danestone School	Fairview Brae Danestone Aberdeen AB22 8ZN	825062	8am-6pm x 46 weeks
Forehill School	Jesmond Drive Bridge of Don Aberdeen AB22 8UR	820904	8am-6pm x 46 weeks
Glashieburn School	Jesmond Drive Bridge of Don Aberdeen AB22 8UR	704476	9am-3pm x Term Time
Greenbrae School	Greenbrae Crescent Bridge of Don Aberdeen AB23 8NJ	704447	8am-6pm x 46 weeks
Middleton Park School	Jesmond Drive Bridge of Don	820873	9am-3pm x Term Time

	Aberdeen AB22 8UR		
Funded Provider Setting	Address	Telephone (01224)	Provision
Oldmachar Community Pre School	Oldmachar Community Association Hall Jesmond Drive Bridge of Don Aberdeen AB22 8UR	706690	Contact setting

ST MACHAR ACADEMY			
Local Authority Setting	Address	Telephone (01224)	
Ashgrove Children's Centre	Gillespie Place Aberdeen AB25 3BE	482293	9am-3pm x Term Time
Cornhill School	Cornhill Drive Aberdeen AB16 5BL	483234	9am-3pm x Term Time 8am-6pm x 46 weeks
Kittybrewster School	Great Northern Road Aberdeen AB24 3QG	484451	8am-6pm x 46 weeks (4 hours 47 minutes only)
Riverbank School	Dill Road Tillydrone Aberdeen AB24 2XL	483217	8am-6pm x 46 weeks
Seaton School	Seaton Place East Aberdeen AB24 1XE	277920	9am-3pm x Term Time
Sunnybank School	Sunnybank Road Aberdeen AB24 3NJ	261700	9am-3pm x Term Time AM or PM Term Time (3 hour 10 minutes) 600 hours
Woodside School	Clifton Road Aberdeen AB24 4EA	484778	9am-3pm x Term Time 8am-6pm x 46 weeks
Funded Provider Setting	Address	Telephone (01224)	Provision
Aberdeen Lad's Club Community Project	Dill Road Tillydrone Aberdeen AB24 2XL	492672	Contact setting
Donview Nursery	431 Clifton Road Aberdeen AB24 4EB	681276	Contact setting

Fersands Family Centre	Woodside Fountain Centre Marquis Road Aberdeen AB24 2QY	276487	AM or PM – 50 weeks 8am-12.30pm 1pm-5.30pm
The Rocking Horse Nursery (workplace nursery only)	49 College Bounds Aberdeen AB24 3DY	273400	Workplace nursery
Childminder	Address	Telephone	Provision
Melanie McAllion	Linksfield	mel.houston33@yahoo.co.uk	Contact directly

Appendix 3



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 (ASG), 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.

Child's Name _____ Date of Birth _____

ELC Setting 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 ELC Setting 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 _____

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

Telephone Number _____

Signature _____ Date _____



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Appendix 4



Guidance for Professional Support for Application to Early Learning and Childcare

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 looked after or has been on an at risk / child protection 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 "Early Learning and Childcare 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

Appendix 4



PROFESSIONAL SUPPORT FOR APPLICATION TO EARLY LEARNING AND CHILDCARE

Child's Name: _____ Date of Birth: _____

Gender: Male/Female _____

Parent/Guardian's Name: Mr/Mrs/Ms/Other _____

Address: _____

Post Code: _____ Telephone No: _____

ELC Setting 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 ELC APPLICATION FORM TO THE SCHOOL OF YOUR FIRST CHOICE AS INDICATED ON THE APPLICATION FORM. APPLICATION FORMS TO BE RETURNED BY 7th FEBRUARY. LATE APPLICATIONS WILL BE ACCEPTED.

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



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Deferred Entry to Primary School Session 2020/2021

What is deferred entry to primary school?

Early Learning and Childcare (ELC) provision in Aberdeen City is designed to offer children a continuum of early learning experiences from ELC into Primary 1. Children who will be 5 years old between 1 March 2019 and 28 February 2020 usually start primary school in August 2020. However, all children mature and develop at different rates and it may be beneficial for some children to have an additional year in ELC.

If I choose to defer entry to Primary One, am I entitled to an ELC place?

Children whose birthdays are in January or February are guaranteed additional time in ELC 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 in ELC. The Local Authority has the discretion to agree to these requests. Applications are considered by a multi-agency panel.

Making the decision

The decision to apply for a deferred entry to Primary One should be taken during the year before the child would normally start school. Discuss the reasons you wish to request deferred entry with the staff at your child's ELC Setting who can submit an application with you to the Deferred Entry Panel. Applications can also be made by your child's health professional should your child not attend an ELC Setting. 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?

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.

EARLY LEARNING AND CHILDCARE – DEFERRED ENTRY REQUEST

(To be completed for children with **August 2015 to December 2015** dates of birth)

Child's name	
Child's date of birth	
Parent/Guardian's name	
Child's address	
	Post Code

Currently attending.....

Started at this setting on.....

List any previous EL&C experience with start/leaving dates

Which setting do the child's parents intend to apply for?

On the following page please provide information on the child's progress within the early levels of the Curriculum for Excellence

Comment on strengths and areas for development.

You should consider

- Ability to manage emotions
- Social Skills
- Concentration
- Self help Skills
- Emerging literacy and numeracy skills
- Fine and gross motor skills
- Communication (listening and sharing their experiences)

NB Children who would benefit from Deferred Entry generally have difficulties in more than one area.

How will the extra year in an EL&C setting benefit the child's development?	
What will the EL&C environment be able to provide that P1 won't be able to provide? (apart from higher staffing ratio)	
What potential problems might this child experience in Primary One?	
Person supporting the request	
Position in ELC Setting	
*Please Print	
Signature	
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 data-bbox="927 842 971 891" type="checkbox"/>

Please return to:

Early Years Team
2nd Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB
Email eyadmissions@aberdeencity.gov.uk



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Early Entry to Primary One

What should I do if I want my child to start school early?

Children start Primary 1 aged between 4 and a half and 5 and a half depending on when the child's birthday falls. This is a matter of law. Some parents/carers whose child has a birthday after this date can request if their child can be admitted early. e.g. starting school the previous August. For those wishing to apply for Early Entry enrolment, application should be made in writing to the Head Teacher of the school you wish your child to attend, no later than 28th February of the year you wish your child to start school.

This is known as an Early Entry Request. It is not the same as a Placing Request as you cannot request in law that your child start early in a school other than your local catchment school.

Is starting school early a good idea?

Before making a request for Early Entry, we would ask parents/carers to consider the following points that we consider important in determining if a child is suitable to start school early.

Your child's physical development

- Will your child be able to cope with the physical demands of spending five hours a day in a classroom? If your child is not physically mature enough for this, he/she may find it hard to concentrate and master the basic skills. There will be other children in the same class who are more than a year older.
- Would your child cope with the demands of this in classroom and playground activities?

Your child's emotional and social development

- Is your child emotionally and socially mature enough to cope with being separated from you for most of the day?
- Will your child find it easy to make friends with the rest of the class group who are older?

Your child's readiness for learning at school

- Will sending your child to school too early deprive him/her of pre-school year experience. Children learn a great deal informally, through a planned curriculum. This best prepares the child for formal schooling.

Long term implications

Research shows that even when children start school early and cope initially, there can be problems later when transferring from primary to secondary and as they approach the school leaving age. Your child may be less physically and emotionally mature and could find it difficult to gain entry to higher education courses because he or she is too young.

Please consider the points raised above. If you feel you still wish to make a request for your child to start school early you should apply in writing to the Head Teacher of your zoned school. Please note, a request for a school place for a child too young to be ordinarily eligible **can only be made to the education authority for the area in which the parent is ordinarily resident.**

What will happen once I write to the Head Teacher of the school?

The Head Teacher will meet with you and your child to discuss your request. The Head Teacher may also ask for reports from the Early Learning & Childcare setting which your child currently attends and may request additional information from any other professionals involved with your child. On occasion an Educational Psychology Assessment may be requested and your child may be observed in their current ELC setting. Once all the necessary information has been considered, the Head Teacher will decide if the early entry request should be granted. The decision will be based on the child's development across a range of aspects including their cognitive, social and emotional development; but will also consider wider issues such as whether the primary class can meet the needs of your child.

What if I disagree with the decision?

If your application is turned down, you have no right of appeal. You can of course ask that the Council reviews this decision and this request should be put in writing to the Chief Education Officer, Integrated Children's and Family Services.

