

**ELC Admissions Revised Timeline 20/21**

Week commencing 1 <sup>st</sup> June	Early Years Admin Team	Production of Pupil Contact Reports for each school of all children whose 1 <sup>st</sup> preference is that school.
Week commencing 8 <sup>th</sup> June	Early Years Admin Team	The Early Years Admin team will send a SEEMiS group call to parents (continuers and new applicants) sharing an update on ELC (via hyperlink in text). The group call will also ask parents to confirm (Y/N) if they want to retain place at preferred setting (e.g. some applications had been based on the model not the place).
Week commencing 8 <sup>th</sup> June	School Admin staff	Pupil Contact Reports sent to admin staff.
Week commencing 8 <sup>th</sup> June	School Admin staff	If schools are aware of any pupil deferrals can they inform the Early Years Admin Team: <a href="mailto:eyadmissions@aberdeencity.gov.uk">eyadmissions@aberdeencity.gov.uk</a>
Monday 15 <sup>th</sup> June	Early Years Team/Schools	Updated guidance for settings published by the Scottish Government
Week commencing 15 <sup>th</sup> June	Early Years Team/Schools/School Admin staff	Schools/ Early Years team shape plans and can confirm models upon receipt of SG guidance. School admin staff contact parents as per guidelines below.
No later than 24th June	School Admin staff	Return of Pupil Contact Reports to <a href="mailto:eyadmissions@aberdeencity.gov.uk">eyadmissions@aberdeencity.gov.uk</a>
From 15 <sup>th</sup> June – 24th June	Early Years Admin Team School Admin Staff	As reports are returned the Early Years Admin Team will cross check pupil contact report results with the information held on ELC database and allocate spaces for 20/21.
Week commencing 29 <sup>th</sup> June	Early Years Admin Team	Offered lists to be sent to schools indicating preferred sessions/blocks that have been allocated.

Week commencing 29 <sup>th</sup> June	Early Years Admin Team	Offers made to parents – verbal offer over the phone by school admin. Parents can go on a waiting list if requested. Please keep a note of those wanting to be on a waiting list.
Week commencing 29 <sup>th</sup> June	Parents	Deadline for acceptance (or refusal of offered place)
As replies are received / end of term.	Early Years Team	Final lists to schools.

### **Guidelines for school admin staff**

The planned work to deliver 1140 hours of ELC has been disrupted due to Covid-19 restrictions and the ongoing response to the pandemic. The Scottish Government has recognised the negative impact of Covid-19 on the ability of local authorities to deliver 1140 hours and removed the statutory duty on Councils to provide the 1140 hour entitlement to all eligible 2 year olds and all 3 and 4 year old children from August 2020. The challenges around social distancing with very young children and delays to the Council’s capital programme mean we are unable to implement our expansion plans. Under the present conditions, we are unable to deliver 1140 hours, but we aspire to offer up to 600 hours of ELC to families, where possible.

### **Admissions Requirements**

Parents will be contacted via Group call to advise that due to Covid-19, we are unable to go ahead with the 1140 hours of ELC as we had planned. A hyperlink will be shared via Group call for parents to access providing an update on expansion and admissions.

We are unable to say with confidence what models we can offer until we receive updated Scottish Government guidance for nurseries on how to manage and reduce the risk of the virus. The guidance is due to be published on the 15<sup>th</sup> June 2020.

We anticipate we may not be able to offer morning or afternoon sessions as this would require an enhanced clean in between sessions. Potentially we are looking at set days and utilising outdoor areas and nearby off-site outdoor areas. Until we have clarification from the Scottish Government we can not determine capacity and by extension model/ offer. This will also not look the same for all settings.

Following the publication of guidance from the Scottish Government on the 15<sup>th</sup> June we will ask school administrators to contact parents to ask them their preference e.g. set days/ block sessions. More detailed comms will follow after the updated guidance on models/offers.

We will try where we can to offer the first choice but parents need to be aware that this may not be possible and that any offers will be made in line with the current Aberdeen City Council Nursery Admissions Policy.

The timeframe above outlines the deadlines we need to meet.



It should be made clear to all new applicant parents that **this initial contact is find out what session/block they require but it does not constitute an offer.**

We do not need to see any documents as the date of birth and address details have been checked when the initial application was made.

Official offers will be made by end of term and these will be verbal offers.

We will ask the school to contact parents with the offer upon receipt 'offered lists' from Early Years Admin team. See timeline above.

We recognise that some schools will have larger numbers than others and it may be the case that this task will have to be shared with EYPs /SEYPs.

The Early Years team will contact parents whose first choice was a new build project or an outdoor nursery.

### **Pupil Contact Form**

Please ensure that all sections of the Pupil Contact report are completed before being returned to the team. We appreciate your support and help in completing the report and given the short timeframes ask this be carried out as quickly as possible.

Pupil Contact report will have contact details plus 1<sup>st</sup> session choice 2<sup>nd</sup> session choice, 2<sup>nd</sup> school choice, 3<sup>rd</sup> school choice.

Late applications will be looked at in the second round of allocations in line with current policy.

### **Deferred Entry**

In the cases, where settings have received deferred entry requests, the Early Years team ask that any requests be communicated as soon as possible. Schools should be contacting parents whose children were born in January or February and who were going to P1 to ensure that this is still the case.

### **Communications**

We appreciate families will be disappointed and will have many questions. A FAQ has been produced (see below) that should provide answers for parents if they approach you with any questions.

A group call to all parents/carers will be sent out at the beginning of this week (08/06/20) sharing a link to a communication notifying parents that admissions will be reopening.

If parents have further questions they can be sign posted to:

<https://www.aberdeencity.gov.uk/services/coronavirus-covid-19/schools-faqs>

<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>

<https://www.parentclub.scot/articles/reopening-schools-faqs>

<https://news.gov.scot/news/safe-return-to-schools-and-nurseries>

## FAQs (*Live Document*)

- *How many hours of ELC will parents receive in local authority settings?*

From August 2020, local authority settings aspire to deliver up to 600-hour of ELC, where possible.

- *Why are Aberdeen City Council unable to deliver 1140 hours from August 2020?*

Due to the delays to the ELC Expansion capital programme, and the need for physical distancing arrangements, we will not be in a position to deliver 1140 hours this year.

- *How can physical distancing be implemented with very young children?*

It is acknowledged that maintaining social distancing with young children under 5 is very challenging. Children may be placed in small groups ‘bubbles,’ with an appropriate number of adults to supervise them. We are awaiting new guidance for nurseries on how to manage and reduce the risk of the virus, which is due to be published on the 15<sup>th</sup> June 2020, this will help shape the plans for our nurseries and partner providers.

- *When restrictions ease will parents be able to get my additional hours in local authority school?*

We will monitor what we are able to deliver as restrictions ease and whether we can phase in additional hours, where possible. We will be led by national guidance.

- *Can parents get additional hours at funded providers and childminders?*

We are continuing to accept applications from providers of Early Learning and Childcare based in Aberdeen that meet set criteria to deliver additional hours. Please check with the nursery/childminder what model of ELC they will be able to provide in light of current restrictions.

- *Will split placements be accommodated?*

We will be unable to offer any split placements in 20/21 due the current restrictions.

- *Will blended placements be accommodated?*

It is advisable that blended placements where a child is attending a local authority setting should be avoided to reduce the risk of transmission of infection. It maybe permitted for keyworker families if this is the **only option** to support critical childcare arrangements.

- *How will deferred entry requests be managed?*

The Early Years team ask that any requests to defer be communicated to them as soon as possible. Schools should be contacting parents whose children were born in January or February and who were going to P1 to ensure that this is still the case.

- *What is outdoor learning?*



Outdoor spaces will be used to increase the capacity of each setting whilst maintaining social distancing between groups of children. Outdoor learning sessions will deliver high quality, challenging learning experiences to children in a safe and nurturing environment, facilitated by highly trained practitioners.

- *What hygiene, health and safety practice be in place?*

Strict hygiene protocols will be adopted in relation to cleaning, infection control and personal hygiene (frequent handwashing; appropriate use of PPE, risk assessments).