



Admission to Early Learning and Childcare (ELC) for 3 and 4 year old Children within Schools and Partnership Settings and Deferral to Primary School

1.0 Introduction

These guidelines are intended to assist Head Teachers and Managers of Partnership settings by outlining the principles and procedures for admission to local authority ELC settings, schools, and partnership settings.

The advice given is based on guidance from the Scottish Government relating to the *Standards in Scotland's Schools Act 2000 section 34* which places local authorities under a duty to secure a free, part-time early learning and childcare place for all eligible children, should their parents wish one. Consideration has also been given to the requirements outlined within the *Children and Young People (Scotland) Act 2014*. One major aspect of this Act is a commitment to improving and increasing high quality, flexible and integrated early learning and childcare which is accessible and affordable for all.

In August 2020 all Midlothian ELC settings will be providing 1140 hours of early learning and childcare per annum (increasing from 600 hours). In the 2019/20 school session, Midlothian will phase in the expanded hours in most settings. Admissions at local authority settings will be offered in accordance with this policy but settings will use separate criteria to inform which children are offered expanded sessions.

2.0 Applications

Catchment areas and denominational status **do not** apply to ELC settings. Applications may be accepted for children aged two and over.

Attendance at an ELC education setting **does not** guarantee a place in primary one at the same school.

Parents should make an application to their preferred early learning and childcare setting and will also have the opportunity, as part of the application process, to register a second and third choice of setting. Information on alternative early learning and childcare settings across Midlothian will be available from individual settings and on the council website. Should a place be unavailable in their first choice of setting, second or third choice will apply

Parents/carers will need to provide proof of both date of birth (birth certificate or passport) and residency (utility bill, council tax letter) before applications can be completed. Applications can be submitted to the first choice setting from the child's 2nd birthday.

Schools/Settings should refer to the NAMS guidance, the management information system used to support nursery registration and enrolment, when processing applications.

3.0 Eligibility

Local authorities are required to offer an early learning and childcare place to children in the term following their third birthday. For the majority of children, this will mean they have access to 600 hours of free part-time early learning and childcare for 4, 5 or 6 school terms, depending on date of birth.

Appendix 7 sets out details on qualifying dates of birth and the related pattern of admission throughout the year. NAMS will be updated to reflect qualifying dates of birth and related admission dates.

4.0 Priority

In the event of an early learning and childcare setting being oversubscribed, priority should be given according to the following criteria:

- 1. Children with additional support needs may be given priority after consultation with the Schools Group Manager (ASN) and the Schools Group Manager (Early Years)**
- 2. Eligible children resident in Midlothian in order of cohort age** - should there be more children in the cohort than there are available places then the cohort should be ranked according to date of birth and priority is given to the oldest children. Should children have the same DOB then date of application will apply)
- 3. Eligible children resident out-with Midlothian in order of age** - should there be more children in the cohort than there are available places then the cohort should be ranked according to date of birth and priority given to the oldest children. Should children have the same DOB then date of application will apply)

Schools should refer to the NAMS guidance when allocating categories for registration.

5.0 Offers of places

All Midlothian schools, classes and partnership settings should issue letters offering places according to the dates on the timetable (Appendix 7). Parents should be asked to reply within the specified time period. Failure to do so will result in the place being offered to the next eligible child.

Parents of eligible children who cannot be offered a place should be informed by letter and a check will be carried out to establish whether a place is available at their second or third choice of setting. Parents will be advised of the outcome within four weeks from contact regarding unavailability of first choice. Should no places be available at the first, second and third choice settings, parents should be advised to contact the Childcare Information Service (ChIS) who will support the family to find an alternative place (0131 271 3754 or email childcare@midlothian.gov.uk).

6.0 Phased entry

It is best practice to transition children into ELC appropriately to best support their emotional well-being and social development. Settings should discuss with parent/carers the procedure which will best meet individual children's needs. It is to be recognised that children are entitled to 600 hours of early learning and childcare and parents may request an immediate start for their child.

7.0 Sessions

To fulfil the Scottish Government's requirement that each child is entitled to 600 hours of early learning and childcare per annum, settings will have to offer 15 hours 50 minutes of early learning and childcare per week. For most local authority settings, sessions will be organised over five mornings and five afternoons of 3 hours 10 minutes per session.

8.0 Allocation of sessions

Morning and afternoon sessions will be offered equally to ensure that numbers in the sessions are balanced. The allocation of a morning or afternoon session should consider family circumstances, the needs of the child as well as the organisation within the early learning and childcare setting. Parent/carers who require a morning or afternoon session must provide a reason for this preference. There is no guarantee that this will be offered in their first choice setting. An age balance should be maintained within each group in relation to 3 year old and 4 year old children.

Partnership settings may provide an alternative attendance pattern that meets the criteria outlined within the *Children and Young People (Scotland) Act 2014* and is agreed as part of the contract between Midlothian Council and the Partnership Setting.

It is important to take parental preferences into account when allocating sessions. Some parents may wish their child to attend more than one setting. Other parents prefer reduced attendance for their child in the initial stages. Whenever possible, ELC settings should be flexible in trying to meet the needs of families by allowing children to attend for fewer sessions without unnecessary restrictions. A child attending for a reduced number of sessions would still count as a full place in terms of numbers.

9.0 Split Placements

In the best interests of the child's early learning and childcare, should there be a split placement, children should not attend more than two early learning and childcare settings. The combination should be either a local authority ELC setting and a setting in partnership to provide ELC or two settings in partnership to provide ELC.

10.0 Additional sessions

In exceptional circumstances additional sessions may be offered by the setting if a range of agencies consider that a child has need. These must be approved on an individual basis by the Schools Group Manager (Early Years).

11.0 Deferred entry

Parents of children with birthdays in January or February who wish their child to defer entry to primary school have an entitlement to an additional year of early learning and childcare for their child. Parents must register their child at their catchment school even if they intend to make a placing request. They should, however, meet with early learning and childcare staff to discuss any deferral. If appropriate, the early learning and childcare setting staff will complete the deferral application and support plan, for the additional year in early learning and childcare along with parents. The application, including any supporting evidence, should then be submitted for consideration by Education, Communities and Economy central staff. Children with birthdays from the start of the school term until the 31 December, whose parents wish them to defer entry to primary school, may not claim an extra year of early learning and childcare as an entitlement. Parents, who wish to request a further year within an early learning and childcare education setting for their child/children, should meet with early learning and childcare setting education staff to discuss any deferral. (See appendix 9 guidance relating to deferrals).

Children, whose 5th birthday is prior the commencement of the school term in August, cannot legally, (*Education (Scotland) Act 1980*), be granted a deferred year within an early learning and childcare setting as they would become 6 during the additional year. Should an occasion arise where parents wish to make a request for a child, whose birthday falls into this category, schools should contact either the Schools Group Manager (Early Years) or Schools Group Manager (ASN) to discuss possible options.

A parent/carer may be concerned about whether or not their child is ready for school or how their additional support needs will be met. Schools have an obligation to support the needs of all children and to plan for individual's needs through early learning and childcare/school transition processes. Decisions about deferral are best made as part of the ongoing profiling of a child's development and learning which will take place in the early learning and childcare setting.

The decision will take account of the parent/carer's views and the following regarding the child's:

- Approach & attitude to learning
- Ability to communicate his/her own needs, feelings & ideas
- Levels of independence & self-help
- Emotional & personal development, including self-confidence & esteem
- His/her relationships & friendships with other children & adults
- Additional support needs

For children with significant additional support needs, deferred entry may be considered as an intervention if it is agreed by the parent/carer and the core team around the child that this would be in their best interest. However, it should be noted that in most situations the child will continue to have significant needs, even with a deferred entry to school and so it is most often better to assess the needs of the child and agree an appropriate support package for school rather than deferring school entry. In all cases where the child's school entry is to be deferred due to their additional support needs, this should be noted as an intervention in the child's plan, with clear targets to be worked on within this additional year.

If there is agreement that there are good reasons to proceed with a deferral request, the early learning and childcare setting staff will complete the deferral application, and support plan, for the additional year in early learning and childcare along with parents. The local authority will consider these applications on an individual basis

Early learning and childcare settings should ensure that all deferral applications are submitted to the authority by the required date. (Appendix 9, Deferral application and guidance for parents)

12.0 Retained Year

Prior to August birth dates

Children who reach the age of five years old before the start of the school term 2020 are unable to request a deferred year, however in exceptional circumstances a retained year at Early Learning and Childcare (ELC) setting may be considered.

Children being considered for retention

By the time they reach the age of 4 or 5 years old, there are already differences in each child's development, learning and levels of independence. If you are concerned about whether or not your child is ready for school or how their additional support needs will be met, you should speak directly to the staff who care for your child and/or to the Head or Manager of the ELC setting or group your child attends. Schools have an obligation to support the needs of all

children and your child's needs' will be planned for through nursery/ school transition processes.

Decisions about a retention are best made as part of the ongoing profiling of your child's development and learning which will take place in the ELC setting or group your child attends. In considering the best decision for your child, we will take account of your views and your child's:

- Approach & attitude to learning
- Ability to communicate his/her own needs, feelings & ideas
- Levels of independence & self-help
- Emotional & personal development, including self-confidence & esteem
- His/her relationships & friendships with other children & adults
- Additional support needs

For children with significant additional support needs, an additional year at ELC setting may be considered as an intervention if it is agreed by you and the core team around your child that this would be in their best interests. However it should be noted that in most situations the child will continue to have significant needs. In all cases where the child is to be retained due to their additional support needs, this should be noted as an intervention on your child's plan, with clear targets to be worked on within this additional year.

Only in exceptional situations will a retained year at nursery be considered an intervention. For example:

- Your child may have additional support needs affecting their development (educational, social and emotional)
- You have only recently arrived into the UK and your child has not experienced nursery education and needs time to adjust to school life
- Your child may have missed a lot of school through illness
- Your child has a summer birthday and was born very prematurely

Who will make the decision?

All applications are considered by a **panel of early years professionals**. This panel includes a Service Manager from Education, School Group Manager and representatives from the Educational Psychology Service. The Head or Manager of the nursery or group your child attends will submit information with regard to your child as part of the application process. ELC education settings should submit paperwork to the Council, not later than **8 February 2020**.

Consideration of the application may include requests for additional information from the team around the child. It may be appropriate for a member of the panel to visit the setting that the child is attending to further assess their needs. Decisions regarding the outcome of the application will be communicated by letter to the parents and the **ELC setting by mid March 2020**.

Where the council has agreed to an additional publicly-funded ELC year and you wish this to be in the private or voluntary sector, the Council can only make appropriate arrangements for payment to a Setting in Partnership for ELC Education. Should you request a place in a neighbouring authority, Midlothian Council will commission a place. Where the Council has refused an additional publicly funded ELC year, the parent may appeal through normal council procedures but there is no legal right to an appeal.

Appendices

Appendix 2: Data Protection form

- Appendix 3: Receipt of Application
- Appendix 4: Confirmation of available placement
- Appendix 5: Unavailability of place letter
- Appendix 6: Confirmation of acceptance
- Appendix 7: Eligibility Start Dates
- Appendix 8: List of local authority and partnership for ELC education settings
- Appendix 9: Deferral application and guidance for parents/carers
- Appendix 10: Retaining your child in Early Learning and Childcare Setting: Information for
Parents & Carers
- Appendix 11 Application for Deferred Entry to Primary 1 for January and February Birthdays

Child's Details

Name		Date of Birth	
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Data Protection

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk/privacy to access our online Privacy Notice.

Please tick here if parent or carer is a member or ex-member of the Armed Forces.	
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Please tick here if you do not wish your child's details to be passed to NHS Lothian.	
Signed	Date

(Parent/Carer

DATE

The Parent/Carer of «First_Name» «Last_Name»

«address»

«locality»

«POSTTOWN»

«postcode»

Dear Parent/Carer

Application for entry to Early Learning and Childcare Setting

I acknowledge receipt of your application for a place at «School» Early Learning and Childcare setting and confirm that your child has been placed on the waiting list. Your child has also been placed on the waiting list for your second and third choice Early Learning and Childcare setting, if applicable.

Children will normally be offered a place in the term after their 3rd birthday, subject to availability. We hope to be able to accommodate your child.

Yours sincerely

Head Teacher/Manager

Please keep this letter as a receipt of your application.

Please inform the Early Learning and Childcare setting if you change address or contact number.

DATE

The Parent/Carer of «First_Name» «Last_Name»

«address»

«locality»

«POSTTOWN»

«postcode»

Dear Parent/Carer

Early Learning and Childcare setting – Placement

I am please to advise you that a «session» place is available for your child at «Early Learning and Childcare» for «intake-».

Please return the slip below to inform the Early Learning and Childcare setting whether you wish to accept or reject this offer **no later than «date»**.

If no reply is received by «date», the place will be offered to the next child on the waiting list.

Yours sincerely

Head Teacher/Manager

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I wish to accept the Early Learning and Childcare setting place for «First_Name» «Last_Name» []

I no longer require an Early Learning and Childcare setting place for «First_Name» «Last_Name» []

DATE

The Parent/Carer of «First_Name» «Last_Name»

«address»

«locality»

«POSTTOWN»

«postcode»

Dear Parent/Carer

Early Learning and Childcare

Unfortunately a place is not available for your child at «School» Early Learning and Childcare setting.

A check will be carried out to see if a place is available at your second or third choice of Early Learning and Childcare setting and you will be advised of the outcome within 4 weeks.

Your child will remain on the waiting list for a place at «School» Early Learning and Childcare setting until a place becomes available or you advise that you no longer wish your child to remain on the waiting list.

Should you wish to discuss what Early Learning and Childcare options are available to you, please contact 0131 271 3754 or email childcare@midlothian.gov.uk

Yours sincerely

Head Teacher/Manager

DATE

The Parent/Carer of «First_Name» «Last_Name»

«address»

«locality»

«POSTTOWN»

«postcode»

Dear Parent/Carer

Early Learning and Childcare - Placement

I confirm your acceptance of a «session» Early Learning and Childcare place for «First_Name».

«First_Name» will start Early Learning and Childcare education on «first-day» at «time».

I enclose a copy of our settling-in procedure for new children starting so that you can make arrangements.

Please note that «First_Name» will now be removed from all nursery waiting lists.

We look forward to seeing you.

Yours sincerely

Head Teacher/Manager

Eligibility Start Dates

The statutory entitlement to funding is described in the table below

Where a child's birthday falls on or between the following dates:	The child will become eligible from the school terms set out below:
1 March – 31 August	August (autumn) term
1 st September – 31 December	January (winter) term
1 January – 28 February	March/April (summer) term

Midlothian Council recognises that it would be advantageous to children if they can start sooner than the legislative entitlement. Therefore, Midlothian children will be eligible to start one month and 1 day following children's third birthday for the following months **where there is capacity to do so – September, October, January and February.**

For all other months, the eligibility start date will be in line with the statutory entitlement. Each setting is expected to plan an effective settling in programme to meet the needs of individual children and families and to ensure seamless transitions. When confirming the starting date with a family, the setting should also take into account the proximity to school holidays as it would not good practice to start an early learning and childcare place immediately before a holiday.

The below table summarises when children can start their early learning and childcare place in Midlothian

Child turns 3	When can child start?
August	August (start of autumn term)
September	October (one month and one day following 3 rd birthday)
October	November (one month and one day following 3 rd birthday)
November	January (start of winter term)
December	January (start of winter term)
January	February ((one month and one day following 3 rd birthday)
February	March (one month and one day following 3 rd birthday)
March	August (start of autumn term)
April	August (start of autumn term)
May	August (start of autumn term)
June	August (start of autumn term)
July	August (start of autumn term)

Dates for offer letters for 2019/20 school year

1st Offer letter issue dates

<u>Issue Date</u>	<u>Period covered</u>
Week commencing 13 th May 2019	19 th August to 29 th November 2019
Week commencing 21 st October 2019	7 th January to 3 rd April 2020
Week commencing 3 rd February 2020	20 th April to 26 th May 2020

2nd Offer letter issue dates

<u>Issue Date</u>	<u>Period covered</u>
Week commencing 3 rd June 2019	19 th August to 29 th November 2019
Week commencing 28 th October 2019	7 th January to 3 rd April 2020
Week commencing 24 th February 2020	20 th April to 26 th May 2020

3rd Offer letter issue dates

<u>Issue Date</u>	<u>Period covered</u>
Week commencing 17 th June 2019	19 th August to 29 th November 2019
Week commencing 11 th November 2019	7 th January to 3 rd April 2020
Week commencing 10 th March 2020	20 th April to 26 th May 2020

Local Authority ELC Settings

Mayfield Nursery School, Mayfield	0131 660 2485
Mount Esk Nursery School, Bonnyrigg	0131 271 4725

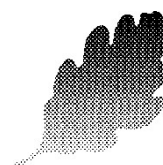
Primary Schools with ELC Classes

Bilston Primary School, Bilston	0131 444 9021
Bonnyrigg Primary School, Bonnyrigg	0131 271 4570
Burnbrae Primary School, Bonnyrigg	0131 271 4605
Cornbank St James Primary School, Penicuik	0131 271 4575
Cuiken Primary School, Penicuik	0131 271 4580
Danderhall Primary School, Danderhall	0131 271 4585
Gore Glen Primary School, Gorebridge	0131 444 9026
Gorebridge Primary School, Gorebridge	0131 271 4595
King's Park Primary School, Dalkeith	0131 271 4610
Lasswade Primary School, Bonnyrigg	0131 271 4615
Lawfield Primary School, Mayfield	0131 271 4620
Loanhead Primary School, Loanhead	0131 271 4625
Mauricewood Primary School, Penicuik	0131 271 4630
Moorfoot Primary School, North Middleton	0131 271 4640
Newtongrange Primary School, Newtongrange	0131 271 4645
Paradykes Primary School, Loanhead	0131 271 4650
Rosewell Primary School, Rosewell	0131 271 4655
Roslin, Roslin and Bilston Annexe, Bilston	0131 271 4660
Sacred Heart Primary School, Bilston	0131 271 4665
St Andrew's Primary School, Gorebridge	0131 271 4670
St Mary's Primary School, Bonnyrigg	0131 271 4690
St David's Primary School, Dalkeith	0131 271 4675
Stobhill Primary School, Gorebridge	0131 271 4700
Strathesk Primary School, Penicuik	0131 271 4705
Tynewater Primary School, Pathhead	0131 271 4710
Woodburn Primary School, Dalkeith	0131 271 4715

Partnership Settings

Acre Wood Nursery, Bilston, Roslin	0131 445 2841
Arcadia Nursery, Roslin	0131 650 8855
Chapter One, Shawfair	0131 654 0186
Chapter One Childcare, Dalkeith Country Park	0845 177 1008
Clover Country Nursery, Pathhead	01875 833375
Cranston Country Nursery	01875 321370
Happy Days Nursery, Dalkeith	0131 663 4280
Happy Days Nursery, Eskbank	0131 660 4567
Happy Days Nursery, Hardengreen, Dalkeith	0131 660 0168
Hawthorn Children and Families Centre, Mayfield	0131 271 3116
LASC Community Nursery, Loanhead	0131 440 3169
Little Hawthorn Nursery, Bonnyrigg	0131 261 6260
Little Hawthorn Nursery, Loanhead	0131 440 3057
Milton Bridge Nursery, Penicuik	01968 679285
Newbattle Community Nursery, Newtongrange	0131 663 6055
Newbyres Nursery, Gorebridge	01875 898060
Pinocchio's Children's Nursery, Eskbank	0131 654 0070
Pinocchio's Children's Nursery, Lasswade	0131 654 2914
Pinocchio's Children's Nursery, Penicuik	01968 679007
Sallywags Children's Nursery, Loanhead	0131 440 2004
Start Bright Nursery, Bonnyrigg	0131 629 1060
Temple Nursery and Playgroup, Temple	01875 830560
The Crescent Playgroup	0131 660 5871
Wizkidz Nursery, Newtongrange	0131 660 0077

Midlothian Council
Education, Communities and Economy



Deferring Your Child's Entry to School: Information for Parents & Carers

In Scotland, children usually start primary school in the year during which they have their 5th birthday. This means that in primary 1 classes, children are usually aged between 4½ and 5½ years. Where a child does not start school at the expected August start date for their year group, it is called deferred entry to primary school.

If your child's 5th birthday falls between mid-August (the day after the school commencement date) and December 31st, you have a legal right to defer their entry into Primary 1 until the following August when they are nearer 6 years old. However, this does not mean that your child is automatically entitled to a funded early learning and childcare place. If Midlothian Council agrees that deferring entry into Primary 1 is in your child's best interests, it can choose to provide a funded early learning and childcare place. Alternatively, the additional year of early learning and childcare can be funded by the parent where the Council does not agree that there will be significant educational benefit to the child from an additional year in nursery.

If your child has their 5th birthday between 1st January and 28th/29th February they are also entitled to defer entry to school, should their parents wish it and they are guaranteed to receive a funded early learning and childcare place. This is guaranteed because councils receive funding from the Scottish Government for places for these children.

Most parents choose to send their child to school as soon as s/he is eligible to start.

Reasons for Deferral

Midlothian Council is sympathetic to parents who wish to defer their child's entry to school and we aim to help you make the best decision for your child. You may wish to defer your child's entry for a number of reasons. The most common reasons given are:

- Your child may have additional support needs affecting their development
- You may feel that your child is not 'ready' for school

January/ February Birth dates

Children who reach the age of five years old in January or February 2020, who choose to defer entry will have a funded ELC place for an additional year.

August/ December Birth dates

Children who reach the age of five years old from the beginning of the school term to 31 December 2020 can request a deferred year but the allocation of a funded ELC place is not automatic; and is at the discretion of Midlothian Council.

Children deferring entry to P1

By the time they reach the age of 4 or 5 years old, there are already differences in each child's development, learning and levels of independence. If you are concerned about whether or not your child is ready for school or how their additional support needs will be met, you should speak directly to the staff who care for your child and/or to the Head or Manager of the nursery or group your child

attends. Schools have an obligation to support the needs of all children and your child's needs' will be planned for through nursery/ school transition processes.

Decisions about deferral are best made as part of the ongoing profiling of your child's development and learning which will take place in the nursery or group your child attends. In considering the best decision for your child, we will take account of your views and your child's:

- Approach & attitude to learning
- Ability to communicate his/her own needs, feelings & ideas
- Levels of independence & self-help
- Emotional & personal development, including self-confidence & esteem
- His/her relationships & friendships with other children & adults
- Additional support needs

For children with significant additional support needs, deferred entry may be considered as an intervention if it is agreed by you and the core team around your child that this would be in their best interests. However it should be noted that in most situations the child will continue to have significant needs, even with a deferred entry to school and so it is most often better to assess the needs of the child and agree an appropriate support package for school rather than deferring school entry. In ALL cases where the child's school entry is to be deferred due to their additional support needs, this should be noted as an intervention on your child's plan, with clear targets to be worked on within this additional year.

There may be some exceptional situations in which deferred entry could be considered an intervention. For example:

- Your child may have additional support needs affecting their development (educational, social and emotional)
- You have only recently arrived into the UK and your child has not experienced nursery education and needs time to adjust to school life
- Your child may have missed a lot of school through illness
- Your child has a summer birthday and was born very prematurely

Who will make the decision?

All applications for deferred entry are considered by a **panel of early years professionals**. This panel includes a Service Manager from Education, School Group Manager and representatives from the Educational Psychology Service. The Head or Manager of the nursery or group your child attends will submit information with regard to your child as part of the application process. ELC education settings should submit paperwork to the Council, not later than **9 February 2020**. Decisions regarding the outcome of the referral will be communicated by letter to the parents and the ELC setting by **23 February 2020**.

Where the council has agreed to an additional publicly-funded ELC year and you wish this to be in the private or voluntary sector, the Council can only make appropriate arrangements for payment to a Setting in Partnership for ELC Education. Should you request a place in a neighbouring authority, Midlothian Council will commission a place. Where the Council has refused an additional publicly funded ELC year, the parent may appeal through normal council procedures but there is no legal right to an appeal.

Midlothian Council Application for Deferred Entry to Primary School Education, Communities and Economy



Please note that children whose birth date is prior to the start of the school term cannot defer

Current ELC Establishment	Morning	Afternoon

Child's Details

Male

Female

(Please tick box)

Surname.....

First name.....

Middle Initials.....

Date of Birth

Home address

.....

Postcode **Telephone (Home)** **(Mobile)**

Record of meeting with parent/carer and staff.

Date -

Location –

Attendees –

Summary of Discussion, including the views of professional and parents -

Agreed actions –

Proposed Plan for Additional Year

Additional Support Needs/Areas Of Concern	Strategies & Interventions	Impact

Please return this form and attach as full a range of evidence as possible which may include:

Copy of most recent IEP	Record of most recent planning meeting(s) with parents	Learning stories and/or written observations of child in nursery	ELC Transition Information i.e. Early Level Steps	Report from any other agency list	Speech and language report	any other relevant documentation,

by 8 February 2020 to: Pupil Placement, Midlothian Council Education, Communities and Economy, Fairfield House, 8 Lothian Road, DALKEITH EH22 3ZG pupil.placement@midlothian.gov.uk

Signature of Parent/Carer

.....

Date

Signature of Head Teacher/Manager

.....

Date



Data Protection

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk/privacy to access our online Privacy Notice.

Midlothian Council Education, Communities and Economy**Retaining your child in Early Learning and Childcare Setting: Information for Parents & Carers****Prior to August birth dates**

Children who reach the age of five years old before the start of the school term 2020 are unable to request a deferred year, however in exceptional circumstances a retained year at Early Learning and Childcare (ELC) setting may be considered.

Children being considered for retention

By the time they reach the age of 4 or 5 years old, there are already differences in each child's development, learning and levels of independence. If you are concerned about whether or not your child is ready for school or how their additional support needs will be met, you should speak directly to the staff who care for your child and/or to the Head or Manager of the ELC setting or group your child attends. Schools have an obligation to support the needs of all children and your child's needs' will be planned for through nursery/ school transition processes.

Decisions about a retention are best made as part of the ongoing profiling of your child's development and learning which will take place in the ELC setting or group your child attends. In considering the best decision for your child, we will take account of your views and your child's:

- Approach & attitude to learning
- Ability to communicate his/her own needs, feelings & ideas
- Levels of independence & self-help
- Emotional & personal development, including self-confidence & esteem
- His/her relationships & friendships with other children & adults
- Additional support needs

For children with significant additional support needs, an additional year at ELC setting may be considered as an intervention if it is agreed by you and the core team around your child that this would be in their best interests. However it should be noted that in most situations the child will continue to have significant needs. In all cases where the child is to be retained due to their additional support needs, this should be noted as an intervention on your child's plan, with clear targets to be worked on within this additional year.

Only in exceptional situations will a retained year at nursery be considered an intervention. For example:

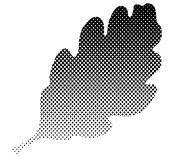
- Your child may have additional support needs affecting their development (educational, social and emotional)
- You have only recently arrived into the UK and your child has not experienced nursery education and needs time to adjust to school life
- Your child may have missed a lot of school through illness
- Your child has a summer birthday and was born very prematurely

Who will make the decision?

All applications are considered by a **panel of early years professionals**. This panel includes a Service Manager from Education, School Group Manager and representatives from the Educational Psychology Service. The Head or Manager of the nursery or group your child attends will submit information with regard to your child as part of the application process. ELC education settings should submit paperwork to the Council, not later than **8 February 2020**.

Consideration of the application may include requests for additional information from the team around the child. It may be appropriate for a member of the panel to visit the setting that the child is attending to further assess their needs. Decisions regarding the outcome of the application will be communicated by letter to the parents and the **ELC setting by mid March 2020**. If you do not agree with this decision please contact **Fiona Robertson, Executive Director** by end of March 2020.

Where the council has agreed to an additional publicly-funded ELC year and you wish this to be in the private or voluntary sector, the Council can only make appropriate arrangements for payment to a Setting in Partnership for ELC Education. Should you request a place in a neighbouring authority, Midlothian Council will commission a place. Where the Council has refused an additional publicly funded ELC year, the parent may appeal through normal council procedures but there is no legal right to an appeal.



Please note that children whose birth date is prior to school start date in August cannot defer and this form must be completed.

Current Pre-school Establishment	Morning	Afternoon

Child's Details Male Female (Please tick box)

Surname

First name

Middle Initials Date of Birth

Home address

.....
.....

Postcode

Telephone (Home)

(Mobile)

.....

Record of meeting with parent/carer and staff.

Date -

Location –

Attendees –

Summary of Discussion, including the views of professionals and parents –

Agreed actions –

Additional Support Needs/Areas Of Concern	Strategies & Interventions	Impact

Please return this form and attach as full a range of evidence as possible which may include:

Copy of most recent IEP	Record of most recent planning meeting(s) with parents	Learning stories and/or written observations of child in nursery	Pre-school Transition Information i.e. Early Level Steps	Report from any other agency list	Speech and language report	any other relevant documentation,

by 9 February 2020 to: Pupil Placement, Midlothian Council Education, Communities and Economy, Fairfield House, 8 Lothian Road, DALKEITH EH22 3ZG pupil.placement@midlothian.gov.uk

Signature of Parent/Carer

.....

Date

Signature of Head Teacher/Manager

.....

Date



Data Protection

If you would like to know how Midlothian Council collects, uses and shares your personal information, please [read our Privacy Notice](#).

Midlothian Council
Education, Communities and Economy

Application for deferred entry to P1 for January and February birthdays

Children who are born in January and February can start school either at 4 years and 6 or 7 months the August before their 5th birthday; or, at 5 years 6 or 7 months in the August (autumn term) following their 5th birthday. They will continue to be entitled to early learning and childcare up to the August (autumn term following their 5th birthday). This provides an extra layer of flexibility and support for our youngest children. `Children and Young People (Scotland) Act 2014.`

Please note that all children should register for P1.

Current Early Learning and Childcare Setting _____

Am/PM/FT _____

First Name _____

Surname _____

Date of Birth _____

Home Address _____

_____ Postcode _____

Telephone Number _____

Record of meeting to discuss deferred year in ELC setting.

<i>Date</i>	<i>Attendees</i>
<i>Summary of discussion</i>	
<i>Agreed actions</i>	
<i>Signed parent/carer</i> _____	
<i>Signed ELC Manager</i> _____	

Please return this form by 8 February 2020 to: Pupil Placement, Midlothian Council Education,
Communities and Economy, Fairfield House, 8 Lothian Road Dalkeith EH22 3ZG
pupil.placement@midlothian.gov.uk