



Early Learning and Childcare

Enrolment Information for Parents and Carers

**Highland Council Early Learning and
Childcare settings, Partner Centres
and Commissioned Childminders**

Academic Session 2020-21

Who can have Funded Early Learning and Childcare?

The eligibility for entitlement to funded early learning and childcare (ELC) follows the same birth date bandings as school entry i.e. from 1 March to the end of February in any year. For 2020/2021 the eligibility dates for 3 and 4 year olds to have funded places are as follows:

Birth Date	Eligibility
18th August 2015 – 29 February 2016	18th August 2020 (deferred entry)
1st March 2016 – 31 August 2017	18th August 2020
1st September 2017 – 31 December 2017	6th January 2021
1st January 2018 – 28 February 2018	19th April 2021

Some settings may be able to provide a place in ELC as soon as the child reaches their third birthday, the parent will however, have to pay until the child is eligible for their funded entitlement/place (see above). Hourly charge for full hours is currently £4.40 but this may be subject to change.

For children who are 3 after 28/02/2018 there is no requirement to provide a place in a school ELC setting until the following August, but if there is space and sufficient staffing then a place could be offered if the parent is willing to pay, or the child is eligible as a funded 2 year old.

Eligible 2 Year olds – *i.e. those from households in receipt of certain benefits**, children who are looked after or the subject of a kinship care or guardianship order, maybe be entitled a funded ELC place. Please contact one of the following Family Resource Coordinators for further information or to request for an application form :-

*Benefit information is available at [Early Learning & Childcare for 2 year olds](#)

North Area	Dawn Meston	01955 609665	ELC-north@highland.gov.uk
Mid Area	Jenny Stark	01349 868549	ELC-mid@highland.gov.uk
West Area	Tracy McIlvar	01349 781433	ELC-west@highland.gov.uk
South Area	Liz Scott	01463 702740	ELC-south@highland.gov.uk

The entitlement to hours for 2020-21 will run from 18 August 2020 to 1 July 2021 for 38 week provisions (term time) or 3 August 2020 to 31 July 2021 for 50 week provisions.

For August 2020 all settings will be offering 1140 hours funded ELC

What is the funded entitlement for 3 and 4 year olds?

Eligibility for Funded Early Learning and Childcare	“Three Year Olds” Eligible Birth Dates	“Four Year Olds” Eligible Birth Dates	Entitlement of No of Hours 2020-21
August 2020	01/03/17 – 31/08/17	01/03/17 – 29/02/17	1140
January 2021	01/09/17 – 17/12/17		684
April 2021	01/01/18– 28/02/18		318

- In any setting the maximum funded entitlement of hours that can be taken in any week is 30 hours per week. The maximum number of funded hours in a session is 10 hours and the minimum is 1 hour.
 - Additional hours (over entitlement) can be taken but they will have to be paid for, subject to availability.
 - If your child uses the maximum hours per week in a school ELC setting during term time, this will equate to the full entitlement leaving no funded hours available for holiday periods.
- As per the Enrolment Form, if you do wish to split your child's entitlement between settings then this needs to be stated at the outset as we will not be able to fund the other setting if you have used your full entitlement at an ELC setting.
- **If you are thinking of splitting your entitlement between two settings, then you should contact ELCTeam@highland.gov.uk and a Highland Council Officer will contact you to discuss further.**

Enrolment Procedures

Enrolment Week for 2020-21 will take place in the week beginning 10th February 2020.

To enrol for a place in a School ELC setting – you should apply online through the Highland Council website (www.highland.gov.uk/enrol) or you can attend the school in person during enrolment week.

To enrol for a place with a Partner provider – you should contact them directly for details of their procedure. You can find ELC partners on our interactive map on The Highland Council website: (www.highland.gov.uk/enrol)

Admission procedures

- All children are required to enrol for their **initial** ELC place at their preferred ELC setting. If you wish to enrol at a local authority ELC setting then it is recommended that you enrol at your catchment school.
- If you wish your child to remain at the same local authority ELC setting for their four year old provision, then you can simply confirm this to the ELC setting and provide an update of their details. However, for capped schools - if you have moved out of the catchment then a place cannot be guaranteed until all other enrolments have been processed.
- If you wish your child to remain with the same partner provider as a four year old then you should confirm this to them.
- **Birth certificate or other official confirmation of birth must be checked at enrolment. If enrolling online for a school ELC setting, then this needs to be scanned in at the time of submission or presented at the school as soon as possible.**

- Parents should enrol during enrolment week, however enrolments may be accepted throughout the year where places are still available.

Admission Policy for School ELC Settings

Priority is given to children living within the catchment area and also to any children that are assessed as “in need” defined in the Children Scotland Act 1995. If after allocating the places to children as stated above, there are still places remaining, then those places may be allocated to children outwith the catchment according to the following criteria in order of priority to:

1. four year olds with siblings attending the school
2. three year olds with siblings attending the school
3. four year olds
4. three year olds

Non-catchment enrolment applications

If you enrol your child in a local authority ELC setting that is outwith your catchment there is no guarantee that another year in that ELC setting will automatically be provided or that your child will get a primary place at that school. You will have to make a placing request at the time your child is due to enrol for Primary 1. Attendance at the ELC setting **does not** guarantee a place in Primary 1.

A placing request is **not** required for an ELC aged child.

Deferred entry to Primary 1 i.e. additional year at an ELC setting

- It is a statutory requirement for a child who is five before the start of the school session to attend primary school.
- If your child’s birthday falls on or after the first day of term in August and up to the end of February the following year, you have the option to defer your child’s entry to school. If you believe your child is not ready for school, you should discuss this with your child’s ELC setting. Further information is available in the ‘**Guidance on being educated outwith the peer group including deferred and early entry to school**’ which is available at: https://www.highland.gov.uk/downloads/download/13/enrol_in_a_school