



Pre-School

Admissions Form and Information for Parents



Educ at ion

This document is available in alternative formats
contact ACCESSLine on 08452 777 778

Your Questions Answered

1. How old should my child be?

All children in their pre-school year (3½ - 4½ years old) are eligible for a place anytime throughout the school year.

Children in their ante-pre-school year (3 years old) are eligible for a place at specific times throughout the school year. The dates below indicate when your child becomes eligible for a funded place:

Children born on/between	Start date
1 Mar - 13 Aug 2009	14 Aug 2012
14 Aug - 9 Sept 2009	10 Sept 2012
10 Sept - 14 Oct 2009	15 Oct 2012
15 Oct - 11 Nov 2009	12 Nov 2012
12 Nov - 2 Dec 2009	3 Dec 2012
3 Dec 2009 - 6 Jan 2010	7 Jan 2013
7 Jan - 3 Feb 2010	4 Feb 2013
4 Feb - 3 Mar 2010	4 Mar 2013
4 Mar - 14 Apr 2010	15 Apr 2013
15 Apr - 19 May 2010	20 May 2013

2. To which Pre-School Provision should I apply?

Choose the pre-school provision which best meets your child's and family's needs. This could either be within a local authority pre-school class or with a Private and Voluntary Provider who is in partnership with Angus Council. You may, of course, wish your child to attend the pre-school class in the school which serves the area in which you reside. Information about all available pre-school provision within Angus can be obtained through the ACCESSLine on 08452 777 778 or www.scottishfamilies.gov.uk.

3. When do I have to enrol?

You can enrol your child provisionally at anytime. However, for children eligible to start for the first time in August or who are moving to an alternative provider for the start of a school year, your application should be in your preferred provider's hands by the end of February. Any applications received after the end of February will be treated as a "late application" and will not be considered until the next intake date in September (discretion will be used where a child moves into the area).

4. How do I enrol my child?

You can collect an application form from the provider of your choice. This provisional registration form should be returned in good time. Please ensure that you take your child's birth certificate and two proofs of residence (e.g. council tax/utility bill) along with you, otherwise your application form will not be processed.

The categories below are only used as a means of prioritising the initial allocation of places. Once a child has been given a place, these categories are not used in determining the allocation of am/pm places.

For your information the three categories used for the initial allocation of Angus Council Education Department pre-school places are:

Category 1 Children in their pre-school year (4 year olds) living within the delineated area of the pre-school class

Category 2 Children in their ante-pre-school year (3 year olds) living within the delineated area of the pre-school class

Category 3 Children living outwith the delineated area of the pre-school class

Private and voluntary providers have their own admission policies. You will be provided with the details of your chosen provider's policy on request.

5. My child has additional support needs.

What provision could be made for him/her?

Many children with additional support needs attend their local pre-school class. There are also pre-school classes in Arbroath, Brechin,

Carnoustie, Forfar, Kirriemuir, Montrose, and Monifieth for children who have more significant educational needs. Further information can be obtained by telephoning the ACCESSLine on 08452 777 778. You will then be put in touch with a member of the Education Department staff who will be pleased to discuss your child's needs with you.

6. Can I apply to more than one pre-school class?

No. You should only submit an application form to your first choice of pre-school. Double applications would be rejected automatically and parents/carers would only be approached after all other applications had been considered.

7. What happens if my child does not get into the pre-school centre of my choice?

Every effort will be made to offer you the place of your choice. If, however, the centre is over-subscribed the categorisation system outlined in answer 4 will be applied where refusals have to be made. If your pre-school centre is over subscribed, you should contact the ACCESSLine on 08452 777 778. You will then be put in touch with a member of staff from the Education Department who will discuss possible alternatives with you.

8. Will my child receive a morning or an afternoon session?

Whenever possible, parental preferences, where indicated, are met. However, school operational needs may be such that requests exceed the number of places available in either the morning or afternoon session. In these cases, the single criterion of age (with priority being given to the oldest) will be used. This approach ensures that as many preferences as possible are met over the period of your child's attendance at pre-school.

NB Children who are already in attendance at a pre-school, regardless of age, may retain their current am/pm place unless the school is advised by the parent that they wish this to change.

9. What does pre-school provision mean for my child?

Your child is entitled to 12.5 hours of pre-school education each week. Each session will last two and a half hours.

10. Does my child have to attend each day?

There are considerable educational benefits to be gained from regular daily attendance. Children attending a primary school pre-school class are usually required to attend 5 sessions per week (either 5 mornings or 5 afternoons). However, more flexible arrangements can be negotiated with private and voluntary providers.

11. Are there any charges for the provision?

There are no charges for the five sessions of pre-school education provided each week for eligible children. To cover snack provision, a small charge is levied each week. Private nurseries will also charge for extended periods of care outwith the 2½ hours of funded pre-school education. Full details of these charges can be obtained from individual providers.

12. When will my child move on to school?

Children normally start primary school when they are aged between 4½ and 5½. Parents of children who are not yet five at the start of the school session have the right to delay their child's entry to primary school for a further year. Parents, who feel that they would like to explore this course of action, should speak to the staff in their pre-school centre before the end of February in any given year. Staff will also provide you with more detailed information about funding criteria.

13. Which Primary School does my child have to attend?

It is usual for children to attend their local delineated area school. However, parents have the right to request another school by making a placing request. This placing request will be granted, wherever possible, provided there are available places at the chosen school and that there are no legal grounds for refusing the request. It should be noted for Category 3 enrolments in a pre-school class this does not influence prioritisation for admission to Primary School.

Admission Form

(All sections **MUST** be completed)

Completed forms should be returned to the nursery of your first choice, along with your child's birth certificate and two current proofs of residence.

Child's Name/address/etc

Surname: Full Address:
 Forename: Postcode:
 Initials (of middle names ONLY): Parent/carer email:
 Known as: Proposed Start Session:
 Gender: Male Female Enrolment Preference (see answer 9 & 10)

	Mon	Tues	Wed	Thurs	Fri
AM					
PM					

D.O.B: (see answers 1 & 8 for start date & allocation)
 Birth Certificate No.:

Which nursery do you wish your child to attend?

It is important that you list up to three choices in priority order, we will try to offer your first choice, however this cannot be guaranteed. If a place cannot be made available in your first choice nursery you may wish to attend another nursery this year but you must advise the head of the nursery if your first choice if you wish to remain on the waiting list this year.

1.
 2.
 3.

Adults the child lives with

1. Surname: 2. Surname:
 Forename: Forename:
 Telephone No.: Telephone No.:
 Mobile No: Mobile No:
 Relationship (e.g. Mother/Father/etc): Relationship (e.g. Mother/Father/etc):

Other children in the family in order of age with oldest first

1. Name: D.O.B: Current School:
 2. Name: D.O.B: Current School:
 3. Name: D.O.B: Current School:

Emergency contacts and the action to be taken in the event of an emergency closure

The emergency contacts can be up to two adults other than those which you entered in the above section.

1. Name: 2. Name:
 Postal Address: Postal Address:
 Postcode: Postcode:
 Telephone No: Telephone No:
 Relationship to the child: Relationship to the child:

Special instructions in the event of an emergency

.....

Current nursery

Does this child already attend nursery provision? YES NO

If YES, please give name and address of nursery:

Preferred primary school

Which primary school do you wish your child to attend?

What is the expected primary school entry date?

Ethnic background, National identity and language of child

Ethnic background

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> White - British | <input type="checkbox"/> White - Polish | <input type="checkbox"/> Asian - Chinese/British/Scottish | <input type="checkbox"/> White - Gypsy/Traveller |
| <input type="checkbox"/> White - Scottish | <input type="checkbox"/> White - Other | <input type="checkbox"/> Asian - Other | <input type="checkbox"/> White - Gypsy/Traveller |
| <input type="checkbox"/> White - English | <input type="checkbox"/> Mixed/multiple ethnic groups | <input type="checkbox"/> Black - Caribbean/British/Scottish | <input type="checkbox"/> Other - Arab |
| <input type="checkbox"/> White - Northern Irish | <input type="checkbox"/> Asian - Indian/British/Scottish | <input type="checkbox"/> Black - African/British/Scottish | <input type="checkbox"/> Other - Other |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Asian - Pakistani/British/Scottish | <input type="checkbox"/> Black - Black/British/Scottish | <input type="checkbox"/> Not Disclosed |
| <input type="checkbox"/> White - Gypsy/Traveller | <input type="checkbox"/> Asian - Bangladeshi/British/Scottish | <input type="checkbox"/> Black - Other | <input type="checkbox"/> Not Known |

National Identity

- | | | | |
|-----------------------------------|----------------------------------|---|----------------------------------|
| <input type="checkbox"/> Scottish | <input type="checkbox"/> English | <input type="checkbox"/> Northern Irish | <input type="checkbox"/> Welsh |
| <input type="checkbox"/> British | <input type="checkbox"/> Irish | <input type="checkbox"/> Asylum Seeker | <input type="checkbox"/> Refugee |
| | | | <input type="checkbox"/> Other |

Medical information and doctor

Indicate any health problems by putting a cross in the appropriate boxes

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Sting allergy | <input type="checkbox"/> Migraine/headaches | <input type="checkbox"/> Heart problem |
| <input type="checkbox"/> Bladder problems | <input type="checkbox"/> Gastric problems | <input type="checkbox"/> Nut allergy | <input type="checkbox"/> Vision impairment |
| <input type="checkbox"/> Chest Problems | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Pills/medicines carried | <input type="checkbox"/> Walking problems |
| <input type="checkbox"/> Diabetic | <input type="checkbox"/> Hay fever | <input type="checkbox"/> Skin complaint | <input type="checkbox"/> 'Other' health complaints/problems |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Kidney complaint | <input type="checkbox"/> Speech Impairment | |

'Other' description and any additional medical data:

Special Dietary Needs:

Doctor's Name:

Legal Guardian (Complete only if different from adults the child lives with)

Surname: Forename:

Full Address: Postcode:

Telephone No: Relationship:

Additional information

.....

The information you have provided on this form [and from supporting evidence - where applicable] will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process the admission of your child into Pre-School Education. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law. In order to improve service delivery, we routinely exchange information with e.g. NHS Tayside.

Declaration
I confirm that the information that I have provided is correct to the best of my knowledge and authorise Angus Council to use my information for the above purposes.

Signed:(Parent/Carer) Date:

OFFICIAL USE ONLY

Category
Birth Certificate:
Date:..... Initials:

Residential Proof:
Date:..... Initials:

PRIVATE & VOLUNTARY USE ONLY

No. of funded sessions: