



## Policy and Guidelines for Allocation of Funded Places to Pitcairn Under 5s for Pre-School Year Session 2011-2012

### 1. Policy Statement

This group is a registered Partner Provider with Perth & Kinross Education Services and will deliver pre-school education within the guidelines set by and agreed with the Council.

### 2. Placements

Funded Pre-school education will be provided for children attending **all** five sessions Monday to Friday mornings from 9.15am to 11.45pm over 40 weeks during school term time excluding in-service days, half-term and public holidays.

**Session 2011-2012** will commence on **Tuesday 16 August 2011**. A schedule for further term dates etc. will be given at this time. Children requiring additional learning support and with additional educational needs will be accommodated. Resources will be accessed as required.

### 3. Staff/Pupil Ratio

The staff / pupil ratio in the group will be 1 adult to 6 children. The staff comprises of: - One Manager and three Early Years Practitioners.

### 4. Criteria for Admission

The maximum number of places available each morning is 24. Eligibility for admission will be based on the following criteria:

- Priority 1** Children in their pre-school year, or deferring school entry, within the locality of the group. (2-mile radius)
- Priority 2** Children in their pre-school year, or deferring school entry, already registered with the group.
- Priority 3** Children in their ante-pre-school year, within the locality of the group. (2-mile radius)
- Priority 4** Children in their ante-pre-school year already registered with the group.
- Priority 5** Children not yet attained the age required to qualify for funding living within the locality of the group. (2-mile radius)
- Priority 6** Children not yet attained the age required to qualify for funding already registered with the group.
- Priority 7** All other children who reside in Perth & Kinross.
- Priority 8** All other children who reside outwith Perth & Kinross.

Please note that in all circumstances, preference will always be given to children who reside within the Perth & Kinross Council boundaries.

There is a £12.00 annual administration fee applicable for each child payable over 4 terms at £3.00 per term.

Additional notes regarding Eligibility are attached at Appendix 'A'.

Any queries regarding provision for places for Ante-pre-school places should be addressed to:

**Manager:** Ruth-Ann Welsh.      **Administrator:** Linda MacPherson,      **Chairperson:** Catherine Green

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*The Old Schoolhouse ~ Pitcairngreen ~ PH1 3LR*  
*Administration: 01738 639690      Mobile Phone: 077598 40107*  
*E-mail [pitcairnu5s@gmail.com](mailto:pitcairnu5s@gmail.com)      Web-site <http://pitcairnu5s.tripod.com>*  
*Pitcairn Under 5s is a Registered Scottish Charity SC003575*

## 5. Registration

Registration for Funded places commences: **Monday 21 February and closes Friday 1 April 2011 (Noon)**

❖ Prompt submission would be appreciated.

**Proof of the child's address and birth certificate must be presented at registration.**

**Eligibility for registration:**

### Deferred School Entry

- a) Children who will be five between **16 August 2011 and 29 February 2012** and eligible (as describe in para. 4 above) to start on **16 August 2011**.

### Pre-school children

- a) Children who will be four between **1 March 2011 and 29 February 2012** and eligible (as describe in para. 4 above) to start on **16 August 2011**.

## 6. Allocation of Funded Places and Enrolment

Following on from registration, Funded places will be allocated in accordance with the criteria for admission. Parents/guardians of eligible children will be offered a place by letter and invited to enroll their child.

- **Week beginning 18 April 2011**

If a child is unsuccessful in obtaining a place parents/guardians will be notified to that effect by letter.

**NB** If a child enrolls after the census dates set by the Scottish Executive then Perth & Kinross Education Services cannot claim funding for that child until the new term. Therefore places cannot be commissioned until the start of next term.

## 7. Withdrawal Of Places.

- a) In exceptional circumstances places may be withdrawn but only with the approval of the Director of Education, e.g. Where the parent has neglected or ignored the conditions agreed for accepting the place.
- b) Children who are not attending on a regular basis without good reason, or who have failed to attend for three weeks consecutively, may have their places withdrawn if no communication has been received by the group in reply to communications for the cause of non-attendance, and if there are other children awaiting a place.

In such circumstances every effort should be made to explain the situation to parents before formally terminating the placement.

## 8. Contact Numbers

Manager	Ruth-Ann Welsh	07759 840107	pitcairnu5s@gmail.com
Administrator	Linda MacPherson	01738 639690	pitcairnu5s@gmail.com
Chairperson	Catherine Green	01738 582009	catherinegreen0601@btinternet.com

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APPENDIX 'A'NOTES FOR PARENTS / GUARDIANS

If demand exceeds the available places in any priority category a ballot will be conducted according to Perth & Kinross Education Services Guidelines. Ballots will be held on the same day across the Council. The date for ballots for the initial allocation of places is **1 April 2011**.

- The locality of the group shall be deemed to be within a 2-mile radius.
- If a ballot is required to allocate places in any of the priority categories the group will close registration on the Friday prior to the ballot. Registration will then resume immediately after allocation and uptake of places.
- Children in priorities 1 and 2, other than those in the support for learning category will not normally be allocated a funded place until the week beginning **18 April 2011**. Thereafter younger children in category 3 to 6 will be enrolled and admitted following their third birthday. If places become vacant during the course of the school session they will be allocated according to the criteria. If necessary a ballot will be held to fill any vacancies.
- Children in priorities 7 and 8 will not be allocated until the end of **August 2011**.
- After allocation of all places, a list will be created in order of priority category for any remaining children. It is a register of names, which will remain open and added to as children register. Names will not be removed from any register or lists unless the parent has agreed or been notified in advance.
- Younger children who are allocated a place will be guaranteed that place until the end of session but will not be entitled to retain that place until they start primary school.
- Parents who accept a place are making a commitment to stay in the same group for the full session and only in exceptional circumstances will be offered a place in another establishment.
- Parents should contact the group directly about queries and details of the provision of commissioned Pre-school education places.

The partnership the Education Services has is with the group and not with the individual parent.