

Education Services	Policy:	Wraparound Care Admission – Policy and Procedure
	Author:	Andrew Sneddon
	Service:	Pupil Placement
	Last Updated:	July 2011

1. WRAPAROUND CARE PROVISION IN WEST LOTHIAN

Background

Wraparound Care is seamless early learning & childcare provision and childcare for three and four year olds. It is provided to make it easier for parents/carers to return to work and training. Wraparound Care places may be given to P1 to P3 children, if places are available. Wraparound care is not available for P4 to P7 children.

Childcare is also provided by partner providers. Further information on childcare, including after school clubs and childminders, is available from the **Childcare Information Service** or by visiting the Scottish Childcare website at www.scottishfamilies.gov.uk.

Over Subscription

It is usual for a number of Wraparound Care establishments in West Lothian to receive more applications than there are places available. The supply of places is limited by the availability of accommodation, the cost of extending accommodation, the cost of employing additional staff, and the need to ensure that Wraparound Care is self-financing. **It is not possible for the Council to offer every parent/carer access to Wraparound Care, or their first choice of establishment.**

The application form includes an option to provide a second choice. It is important to provide a second choice. **If only one choice is made, and this choice is oversubscribed, it may not be possible to offer any place.**

Children have no statutory right to access Wraparound Care, and there is no right of appeal if the Council does not grant a place. Children may not be granted a place even if they have attended wraparound care the previous year.

Wraparound Care Escort Service

Pupil escort services are provided between some wraparound establishments and nearby primary schools, primary school nursery classes and nursery schools. All escort services are free of charge. Apart from the escort services, no other transport assistance is available for any wraparound care establishments. A list of escort services is included in the ***Early Learning & Childcare (3 and 4 Year old) Provision and Wraparound Care Admission - Guidance Notes.***

Opening Times

A list of wraparound establishments, along with their opening times, is included in the ***Early Learning & Childcare (3 and 4 Year old) Provision and Wraparound Care Admission - Guidance Notes.***

Wraparound care is available during school holidays apart from the Christmas holidays. Wraparound care during school holidays may be at a different establishment from the one the child usually goes to. It is the parents/carers' responsibility to drop off and pick up their child at this different establishment.

Wraparound Care Costs

A charge is made for Wraparound Care. There is an annual administration fee (which cannot be refunded) and session fees. Charges are set out in the ***Early Learning & Childcare (3 and 4 Year old) Provision and Wraparound Care Admission - Guidance Notes***.

Information on meals can be obtained from each establishment. There is a small charge for snacks and breakfast in wraparound care. Parents/carers should indicate on the application form if their child has any special dietary needs or allergies.

Help with Wraparound Care and Childcare Costs

The Government provides support to help certain parents/carers with the cost of childcare. Further information is available from HM Revenues and Customs **Tax Credit Help Line**.

The Council also has a scheme of reduced charges for wraparound care for parents/carers living in West Lothian. In considering eligibility for reduced charges, the Council takes the following into account:

- Families receiving Working Tax Credit where one parent/carer is in full-time education or training and the family is not receiving the childcare component of Working Tax Credit.
- Families receiving Working Tax Credit including the childcare component, where the actual costs of childcare are more than £150 per week for three or more children (the reduction would apply to the third child or subsequent children).
- Families where both parents/carers are, or a single parent/carer is, in full-time education or training and the family income is a student grant or Income Support.

More information and an application form for reduced charges can be obtained from **Pupil Placement**.

Terms and Conditions

The terms and conditions for wraparound care are in the ***Early Learning & Childcare (3 and 4 Year old) Provision and Wraparound Care Admission - Guidance Notes***. Parents/carers must accept these terms and conditions.

2. The Application Procedure

Applying for a Wraparound Care Place

Parents/carers who include a request for Wraparound Care on their application for early learning & childcare or primary placement do not need to complete a separate Wraparound Care application form.

Parents/carers must apply for Wraparound Care each year, even if their child is already attending Wraparound Care. An on-line application form is available on the West Lothian Council website and paper forms are available from each wraparound care establishment.

To apply for a place, parents/carers should either:-

1. arrange to visit the chosen wraparound establishment, where help will be given to complete the ***Application for Admission to Wraparound Care*** form. The establishment will forward the completed form to Pupil Placement.
2. Complete the on-line form or return the completed ***Application for Admission to Wraparound Care*** paper form to Pupil Placement. Pupil Placement can provide advice on completing the form.

Parents/carers of children eligible for early learning & childcare who need Wraparound care for a full day should normally apply for a morning place. Parents/carers of all children should explain their needs on the application form including the times when childcare is required.

In order to be considered with all other applications, application forms must be returned by 15 March for August and January places. Application forms must be returned 15 of November for April places.

Application forms and additional information received after this date will be considered, but places will be limited once decisions have been made.

Applications may be made at any time, for example if parents/carers move into West Lothian, or move house within West Lothian, but places will be limited once decisions have been made.

If a child's circumstances change (for example, their address) after submitting the application form, parents/carers must inform Pupil Placement as soon as possible.

Applying for a Wraparound Care Place - Applications for Holiday Periods

Wraparound Care establishments deal with applications for holiday periods and can advise parents/carers if there are places available. Parents/carers should discuss holiday requirements with the wraparound care establishment.

3. **The Decision Making Procedure**

The Council will consider and decide on applications for Wraparound Care. When Wraparound Care provision at a particular establishment is oversubscribed, the **Wraparound Care – Admission Guidelines** (Appendix 1) are followed. The Council will consider all information provided in the application form. It is therefore important that all relevant information is included on the form.

The factors taken account of in the **Wraparound Care – Admission Guidelines** are not in priority order, but when making its decision the Council will decide how to prioritise these factors, taking account of all the information provided by applicants, and the overall pattern of applications across West Lothian.

Parents/carers will be informed of the decision by letter. For August and January wraparound care decision letters will be issued by the end of May. For April wraparound care decision letters will be issued by the end of February.

Once an application has been granted, parents/carers will be issued with a contract which must be signed and returned within two weeks.

Once a child has been offered a place, the offer will not be withdrawn, unless false information is provided, or information is deliberately withheld, in which case the Council may withdraw a place.

If Wraparound Care sessions are reduced, the provision of wraparound care will be reviewed. If a place at a particular establishment was granted on the basis of an application for Wraparound Care, the place at the establishment may be withdrawn if Wraparound Care sessions are reduced.

There is no right of appeal if the Council does not grant a place.

4 **Other Information**

Waiting Lists

Waiting lists are kept when applications received for Wraparound Care at a particular establishment exceed the number of places. Waiting lists are prioritised in line with the Wraparound Care – Admission Guidelines and decisions made by the School Placement Panel. Parents/carers will be informed if a place becomes available.

Customer Satisfaction

Each school session a limited number of parents/carers may be asked to complete a short questionnaire.

Wraparound Care Admission Guidelines

When considering wraparound admissions, account is taken of the following:

- The admission guidelines for early learning & childcare and primary school
- The design of the Wraparound Care establishment and its accommodation.
- The appropriate normal maximum pupil/staff ratios which form part of the Council's contract of employment with staff in Wraparound Care establishments.
- The need to achieve best value in provision of wraparound care, and the need for wraparound care charges to pay for running the service.

In every case pupils living in West Lothian will have priority over pupils living out with West Lothian.

Children eligible for early learning & childcare will have priority over P1-3 children.

If a parent's preferred wraparound establishment has more applications than places, the following will be considered:

- The childcare needs of parents in work, education or training.
- The particular circumstances of the application form.
- The number of hours requested.

The above are not in any priority order. The Council can decide to admit a child to any early learning & childcare establishment in special circumstances as determined by the Council.