



<b>Policy and Procedure:</b>	<b>Additional Year of Early Learning &amp; Childcare (Deferral of Entry to P1)</b>
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## **POLICY STATEMENT**

All parents/carers in Scotland have the legal right to defer their child's entry to primary school if they are not yet 5 years old at the beginning of the school year. All children whose entry to Primary 1 is deferred will automatically be entitled to an additional year of funded Early Learning and Childcare.

### **Dates at which children start Primary School**

Children whose fifth birthdays occur between 1 March and the start of the next school session must start Primary school in the session after their fifth birthday occurs.

Children whose fifth birthdays occur after the start of the school session and before 1 March of the following year are able to enter Primary 1 in the session in which their fifth birthday occurs. They are also able to defer entry into Primary 1 until the beginning of the session after the one in which their 5<sup>th</sup> birthday occurs. Parents/carers of children whose birthday falls within this range of dates can make the choice whether their child will start primary school or have an additional year of Early Learning and Childcare.

## **PROCEDURE**

### **1.1 Applying for an Additional Year of Early Learning and Childcare**

Parents/carers who are considering deferring their child's entry to primary school should ask for advice from staff in their child's early learning and childcare establishment before making a decision. Parents/carers must complete the **Application for an Additional Year of Early Learning & Childcare** form.

The dates on which children are eligible to start primary school are included in the **Early Learning & Childcare Admission - Guidance Notes**.

Eligible children are entitled to an additional year of Early Learning & Childcare at a Council establishment or partner provider (childminder, playgroup or private nursery).

Applications must be received by the 15 March each year. This is important to ensure that these places can be granted before new applications for each setting are considered. Applications received after this date will be considered, but places in a setting or session may not be available if they have been granted to other applicants.



Applications for eligible children who are requesting where their child is already attending or are receiving funding to attend will have an additional year granted automatically when applied for by 15 March.

Applications received requesting a setting/session the child is not already attending will be offered an additional year of Early Learning and Childcare, however it may not be possible to grant the specific setting, times and/or days requested.

Applications received after the 15 March each year, will be considered, but places may not be available if they have been granted to other applicants.

Confirmation of the placement will be issued as the application is processed.

When an additional year of Early Learning and Childcare is granted any Primary 1 place previously allocated will be withdrawn.

If a parent/carer who applied for an additional Early Learning & Childcare year changes their mind and wishes to obtain a Primary 1 place instead, this must be confirmed in writing. The availability of Primary 1 places may be very limited, as places may already have been allocated.

## **1.2 Applying for an Additional Year of Early Learning & Childcare in another Council Area**

Parents/carers of eligible children can apply for Early Learning & Childcare in another Council area.

Parents/carers of eligible children should apply to the Council area in which their choice of Early Learning and Childcare is located. That Council will then determine whether to grant the place or not. If the place is granted parents/carers should inform West Lothian Council (Pupil Placement) that a Primary 1 place in a West Lothian primary school will not be required for another year. This will help the Council plan to ensure that sufficient places are available in future years.