



**West Lothian  
Council**

**Pupil Placement Section**  
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West Lothian Civic Centre  
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West Lothian  
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## **Pre-School Provision for 2 Year Olds - Application Procedure**

1. Your child is eligible for 600 hours of pre-school provision from the start of the first term after their 2<sup>nd</sup> birthday, if you are the child's parent and you are in receipt of:-
  - Income Support
  - Job Seekers Allowance (income based)
  - Employment Support Allowance (income based)
  - Incapacity Benefit or Severe Disablement Allowance
  - Pension Credit
  - Child Tax Credit (CTC) but not Working Tax Credit (WTC) and your income is below £16,105
  - Both maximum CTC and WTC with income less than £6,420
  - Support under Part VI of the Immigration and Asylum Act 1999
  - Universal Credit – monthly earned income does not exceed £610
2. Your child is also eligible for 600 hours if you are a kinship carer or parent appointed guardian through section 7 of the Children (Scotland) Act 1995.
3. You can request less than 600 hours, but sessions of less than 2 ½ hours, or attendance of less than two days a week are unlikely to be beneficial to your child.
4. Your child will remain eligible until he or she becomes eligible for pre-school provision as a three year old, even if you start work.
5. You must fill in the accompanying application form providing information about your child and family circumstances.

6. You must provide proof of eligibility

| <b>Eligibility Criteria</b>    | <b>Documentation to be Provided</b>                | <b>Documentation Requirement</b>  |
|--------------------------------|--|---|
| Your child must be 2 years old | Birth Certificate/Passport                         | This must show your child's date of birth to prove eligibility  |
| Receiving Qualifying Benefit   | Department for Work and Pensions Form/award letter | This must show that you are receiving the benefit on the first day your child is eligible (Please see Start date table) |

**7. You can complete an application form, from your child's 2<sup>nd</sup> birthday, however proof of receipt of a qualifying benefit must show you are receiving the benefit on or after the first day your child is eligible to start. Please see eligible start dates below for Session 2017/2018:**

| <b>Date of birth</b>                 | <b>First Date Eligible to start if Qualified</b> |
|--------------------------------------|--|
| 01 March 2015 – 31 August 2015       | 22 August 2017                                   |
| 01 September 2015 – 31 December 2015 | 09 January 2018                                  |
| 01 January 2016 – 28 February 2016   | 09 April 2018                                    |

(Please Note to Qualify: The DWP form must be completed with a date stamp on or after the first day your child is eligible to start, or if using an award letter this must show you will still be in receipt on or after the first day your child is eligible.)

8. You can tell us whether you would prefer your 600 hours placement with a child minder, a Council Nursery, or a playgroup. Not all options will be available in all parts of West Lothian, so please give us more than one choice.
9. You can tell us what area or areas of West Lothian you would like to receive your 600 hours placement.

- 10.If your child is 'looked after' as a result of a children's hearing or court decision, or have an allocated social worker, provision will be discussed with social policy, and additional options may be available. If this is the case we will contact you to discuss these options.
- 11.The Council will take account of the following when deciding where to place your child:-
- Availability of places.
  - Parental/carer preference.
  - Information provided by the parent/carer.
  - Proximity of home to provision, and ease of access.
  - Best value.
- 12.The Council will decide whether to place your child with a child minder or in a Council Nursery or playgroup, taking account of the above factors.
- 13.If your child is placed in a Council nursery or playgroup, the Council will decide which establishment your child will be placed in, taking account of the above factors.
- 14.If your child is placed with a child minder we will be in touch to discuss available childminders. You can agree the hours and days of attendance to meet your needs as long as the childminder can offer this pattern of provision.
- 15.If you request a childminder or playgroup you may pay for extra hours in addition to the 600 hours to which you are entitled, if the provider can offer these additional hours. This arrangement will be made directly between you and the childminder/playgroup.
- 16.If we place your child in a particular Council nursery or other provision, this will not guarantee entry into any particular pre-school establishment when the child becomes eligible as a three year old.

## **Pre-school Provision (Early Learning and Childcare) for Eligible 2 Year Olds**

### **Council Nurseries and Social Work Centres**

Addiewell Early Years Centre, Addiewell (Social Policy)  
Bridgend Primary School, Bridgend  
Glenvue Nursery School, Dedridge, Livingston  
Livingston Family Centre, Eliburn, Livingston (Social Policy)  
Knightsridge Early Years Centre, Knightsridge, Livingston  
Ladywell Nursery School, Ladywell, Livingston  
Polbeth Nursery School, Polbeth  
Whitdale Early Years Centre

### **Playgroups\***

Armadale Community Playgroups, Armadale Community Centre  
Bathgate Community Playgroups, Bathgate Partnership Centre  
Blackburn Family Centre Childcare Daycare, Blackburn Family Centre  
Broxburn Playgroup based in Strathbrock Centre (offering 600 hours)  
Crofthead Hickory House Playgroup based in Crofthead Community Centre, Dedridge  
Daisy Drop In based in Almondbank Centre, Craigshill, Livingston  
Deans Community High School Under 5's Learning Centre, Deans, Livingston  
East Calder Playgroup based in East Calder Community Centre  
Fauldhouse Pre-school Playgroup, Fauldhouse Partnership Centre  
Howden Playgroup, Howden St Andrew's Primary School Community Wing  
Kirknewton Playgroup based in Kirknewton Village Hall  
Ladywell Playgroup based in Forrestbank Community Centre, Ladywell  
Linlithgow Bridge Playgroup, Chalmers Hall Linlithgow  
Livingston Station Playgroup based in Livingston Station Community Centre  
Lochside Playgroup, Low Port Centre Linlithgow  
Uphall Playgroup based in Uphall Community Centre (offering 600 hours)  
West Calder Community Playgroups, West Calder Community Centre

\*Note – not all playgroups can provide 600 hours, but parents who request less than 600 hours may be placed at the playgroup of their choice if the hours available meet the parent's needs.

### **Childminders**

Throughout West Lothian