

3 – 5 years ELC Information & Application Guidance

Children aged 3 to 4 years are entitled to 1140 hours of funded early learning and childcare (ELC). This is on a pro-rata basis depending on your child's birthday and intake. Scottish Government Inverclyde Council fund a child's entitled ELC from the first available Monday in the month after your child's 3rd birthday

APPLYING FOR A 3-5 YEAR EARLY LEARNING AND CHILDCARE PLACE

You should complete an application form if your child will become eligible for a free funded place according to Inverclyde Council's Early Years Admission Policy for children aged 3 to 5 years. Inverclyde Council offers a variety of models that offer flexibility to access your child's entitled ELC place.

There is an application window for 3-5 year applications – Application forms will only be available at the start of the new term in January for the coming year that your child would be entitled to an ELC place.

Application forms that are submitted before the 1st March will be presented at the Annual Admissions Panel which is held around late March / April each year and you will receive your child's allocated ELC place by email in late May

Date of Birth	Month due to start (First available Monday in the month of)	ELC allocation email release date
1 March – 31 August (cannot start before 3 rd birthday)	AUGUST / SEPTEMBER	MAY
1 September – 30 September	OCTOBER	
1 October – 31 October	NOVEMBER	
1 November – 30 November	DECEMBER	
1 December – 31 December	JANUARY	
1 January – 31 January	FEBRUARY	
1 February – last day February	MARCH	

Applications forms that are submitted from 1 March will be classed as a late application and will be presented at the Post Admissions Panel which is held in late August. You will not receive notification of your child's allocated ELC place until late September / Early October.

HOW EARLY LEARNING AND CHILDCARE IS DELIVERED

Local Authority Establishment

Local Authority establishment delivery ELC in Nursery Classes / Schools, Early Learning Centre's and Family Centre's. There is a variety of models and are available either term time or extended year. ELC delivery times are calculated each year.

Model 1	Model 2	Model 3	Model 4	Model 5
Mon – Fri 6 hours per day over 38 wks Over term time	2 ½ days Mon & Tues Wed (am) / Over extended year	2 ½ days Wed (pm) Thu – Fri / Over extended year	5 x am Mon – Fri / Over extended year	5 x pm Mon – Fri / Over extended year

Approved Funded Provider Childminder

Childminders will all operate differently and set their own operational hours for delivering early learning and childcare hours. It would be your responsibility to make contact and discuss your needs before submitting an application form.

Full ELC hours	This is where you can access your ELC hours fully delivered with a childminder
Blended Care hours	This is where you can access your ELC hours split between a childminder and another funded provider setting. A blended care place will be delivered as term time and will be 15 hours at each providers only. PVI and Local Authority establishments will deliver 15 hours of ELC as 2 ½ days or 5 half sessions this will be individual to each establishment. Example1: Blended 1 - 9am - 3pm Mon & Tues & 9am - 12pm / Wed Example 2: Blended 3 – 9am - 12pm / Mon - Fri

For more information, please see leaflet all about Childminders and how they deliver ELC hours

Approved Funded Provider Private / Voluntary / Independent Nursery

PVI settings will all operate differently and set their own operational hours for delivering early learning and childcare hours. Some PVI providers will have their own application process. It would be your responsibility to make contact and discuss your needs before submitting an application form.

EARLY LEARNING AND CHILDCARE ENTITLEMENT

Children are entitled to a maximum of 1140 hours ELC hours – depending on a child’s birth date / intake, this will be a pro rata amount of hours.

Date of Birth Range	Month due to start (First available Monday in the month)
1 March – 31 August (cannot start before 3 rd birthday)	AUGUST / SEPTEMBER
1 September – 30 September	OCTOBER
1 October – 31 October	NOVEMBER
1 November – 30 November	DECEMBER
1 December – 31 December	JANUARY
1 January – 31 January	FEBRUARY
1 February – last day February	MARCH

It is entirely your choice as a parent if you wish to use all your child’s entitled hours, however, we will encourage you to use ELC as this will benefit your child and their development and learning.

Entitled Early Learning and Childcare places are free at the point of delivery. The only time you will be charged for ELC is if you choose to extend your child’s hours.

Do not reside in Inverclyde Council but wish to take your child’s entitled hours at an Inverclyde ELC provider

This would be classed as a Cross boundary Application – this is where you are requesting to access your child’s entitled hours in different local authority from which you reside.

The application form should be completed. This application is then taken to the cross boundary admission panel and is presented to the Council that you reside for consideration – This is a different process and time line to Inverclyde residents - Please refer to the cross boundary leaflet for further information and process.

COMPLETING ELC APPLICATION FORM

Applications Forms must be submitted to the first-choice provider.

Section 1a	This section must be fully completed to register your child. You must produce proof of your child’s date of birth in the form of a birth certificate and proof of your residing address. We will only accept - council tax bill / tenancy agreement or lawyer letter with a completion of house purchase - Forms will not be accepted if this proof is not produced at the time of submitting the form – Arrangements in place for childcare purposes, cannot be taken as a child’s residing address
Section 1b	Family details – This information must reflect any parent named on your child’s birth certificate and must be completed. Please ensure you have up to date information and an email address is stated – You will receive your ELC offer to your email address.
Section 1c	All information relating to your child’s health must be completed and brought to the attention of the provider. Doctor and Health Visitor details must be completed.
Section 2a	Only complete if you have another child who is in a deferred or pre-school year in the same establishment you are applying to as your first choice ELC establishment.
Section 2b	This is for information only – You may or may not know this at this point. ELC places and Primary School places have no connection.
Section 3	You must indicate at least 3 choices in priority order of establishment and model of attendance. This can at a Local authority establishment / Approved Funded Provider Childminder or Approved Funded provider Private / Voluntary or Independent Nursery or across 2 providers this would be a blended or split place. Please note, we will always aim to ensure preferred choices are allocated, however, there is no guarantee of this. Applicants may find that the preferred establishment / operating model is full. In this situation, in ensuring the authority meets its statutory duty, an alternative place will be offered that is not stated on the application form submitted. Every attempt will be made to offer a suitable place within the Early Learning and Childcare defined area however this is not guaranteed.
Section 4	Please initial each individual box that you have read and understood requirements / information before submitting the application form – If you do not understand or require further information, please contact the provider where they will be able to assist you. By signing the form, you are indicating that the information you have submitted its correct and that any false information given will put at risk any ELC place offered. agree to inform the provider of any changes to my circumstances as this may also affect any place offered.

