



# Early Years Admissions and Charging

## Summary Information for Parents/Carers

#### 4. Charges for 52 week Nursery Places

(for those children attending all year round e.g. during term-time and school holiday periods)

There are 44 chargeable weeks for full year provision e.g. 52 weeks minus eight weeks (four weeks Public Holidays and in-service days and four weeks "payment holiday" weeks (inclusive of one weeks allowance for days when the service is unavailable) when you will not be charged for service provision. Therefore eight weeks provision is non chargeable.

##### Child under three years (no statutory provision)

Eleven invoices (four weekly in advance = 44 weeks) for the total number of hours/breakfasts/lunches and snacks agreed.

##### Eligible children aged three to five years (those entitled to 15 hours statutory provision free)

Eleven invoices (four weekly in advance = 44 weeks) for the total number of hours less 15 hours statutory funded/breakfasts/lunches and snacks agreed (term-time only), and one final invoice (six weeks) represents six weeks where 15 hours free funding is not available e.g. 44 chargeable weeks for full year provision less 38 weeks term time = six weeks. The final invoice will contain hourly charges of 90 hours (6 weeks x 15 hours) at the applicable rate.

You should note that if you choose to send your child to the nursery during "payment holiday" weeks you will be charged for any meals and snacks. Charges for these breakfasts/lunches and snacks will be added to your final invoice of the year.

The payment holiday is allocated to allow the child to have a break. It is Glasgow City Council's view that it is usually in a child's best interests to have a break at some point during the year.

#### 5. Charges within Glasgow City Council Provision

Actual rates charged for hours/breakfasts/lunches and snacks can be obtained from nurseries, the Parent Pack and Glasgow City Council website [www.glasgow.gov.uk](http://www.glasgow.gov.uk) and are subject to annual price review.

#### 6. How do I pay?

Full details of how to pay are detailed on the back of your invoice or are available from the Parent Pack and Glasgow City Council website [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Please always keep a record/reference number for all payments made as this will be required if payment disputes arise.

In the event of non-payment of invoices, Glasgow City Council Debt Management Procedures will be implemented. If this happens, you are at risk of having your child's place reduced to 15 hours per week, term-time or in the case of children under three years, withdrawn altogether for any unpaid invoices over 56 days old.

#### 7. Who do I contact if I have any queries about my Invoice?

In the first instance all queries should be made to the Head of the nursery your child attends. Where the Head of the nursery is unable to fully answer your enquiry they will consult with the Early Years Team to ensure you receive a response.

#### 8. Please refer to the following for full details of early years' admissions and charges:

- Head of Nursery
- Parent Pack
- Glasgow City Council website [www.glasgow.gov.uk](http://www.glasgow.gov.uk)



[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Early Childhood and Extended Childcare Services  
**Education Services**  
**Glasgow City Council**  
Centenary House  
100 Morrison Street  
GLASGOW  
G5 8LN

Phone 0141 287 4702

Fax 0141 287 3561



## ADMISSIONS

All children aged four years old and eligible three year olds are entitled to a free, term-time, part-time place (three hours per day/15 hours per week) within a Glasgow City Council or Partner\* nursery. Although every effort will be made, we cannot always guarantee that this will be in your first choice of nursery.

There is no entitlement to nursery provision for children under three years old, however, some Council nurseries can offer places to this age group. Further information on the range of services available in Glasgow City Council nurseries is available from our Childcare Information Service: [www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk) or by calling 0141 287 4702.

Where demand for places in a Glasgow City Council Nursery exceeds availability, the priorities within the Admissions Policy are used to help allocate places on the basis of need. The priorities within the Policy are also considered when allocating full-time or extended nursery places (e.g. places that offer more than 15 hours per week, term-time). Charges apply for most full-time or extended places.

\* Many private and voluntary nurseries and playgroups work in partnership with Glasgow City Council to provide places for children aged three and four years old. The Council funds term-time, part-time 15 hours per week places with partners in areas where it cannot meet the demand for places itself. Further information on pre-school partner nurseries is available on the Glasgow City Council website [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

## HOW TO APPLY

- You should only complete **one** application form (application forms are available from all Glasgow City Council nurseries) and submit it to the nursery that is your first choice.
- Applications will automatically be transferred to your second/third choice of nursery should a placement not be available at your first choice of nursery.
- When multiple applications for placement are submitted, the most recently submitted application will be valid and previous applications will be deemed null and void.

- Where your application is to be formally referred or supported by Social Work Services or health service, you **MUST** still complete an application form as described above.
- On receipt of the Application Form the nursery that is your first choice will ensure the application is assessed and prioritised according to the banding and weighting categories within the Council's Nursery Admissions Policy. The Head of the Nursery can give you more information on the banding and weighting criteria.
- All applications are discussed at a Local Area Admissions Panel made up of Local Nursery Heads.
  - Where your first choice of nursery cannot allocate a place, consideration will be given to your second or third preferred nursery.
  - Where a place cannot be offered within any of the three preferred nurseries, every effort will be made by the panel to offer an alternative place.
- On a place being allocated, the nursery will confirm this offer to you in writing. You must accept and sign a contract '**Conditions of Placement Form**' agreeing to the placement within **14 days** of offer. If you do not respond within 14 days of this offer, the place will be allocated to the next eligible child.
- Full-time places will be reviewed at least twice each year. There is no guarantee that full-time placements will continue after review if circumstances have changed.

## EMERGENCY PLACEMENTS

- The Head of a nursery may use their professional discretion to allocate a place in an emergency or crisis situation for a maximum of 12 weeks. This does not mean the emergency placement will automatically be awarded on a long-term basis.
- Emergency places will be offered in writing stating the terms of the placement.

## EARLY YEARS CHARGES

**PLEASE READ INFORMATION CONTAINED IN THE EARLY YEARS PARENT PACK WHICH CAN BE ACCESSED ON THE NURSERY NOTICE BOARD, PROVIDED IN HARD COPY FROM THE NURSERY OR IS AVAILABLE ON GLASGOW CITY COUNCIL WEBSITE: [www.glasgow.gov.uk](http://www.glasgow.gov.uk)**

### Please Note:

**You will be required to sign a 'Conditions of Placement Form'. This will detail any weekly charge applicable (e.g. for extended places that are more than 15 hours per week). Invoices will be issued four weekly in advance.**

**The Conditions of Placement Form is your contract with Glasgow City Council for the provision of childcare.**

### 1. Children under the Age of Three

There is NO entitlement to free provision for children in most cases under the age of three years. Families will be required to pay for ALL hours of nursery provision accessed, in line with the Admissions and Charging Policy.

Some children may be exempt from charges dependant on circumstances.

### Children over the Age of Three

Children aged three years of age become eligible for a government funded place of 15 hours free (five three hour sessions per week) at the start of the term following their third birthday. These places are available only during the course of the academic year. Any additional hours accessed over and above a child's free entitlement will be chargeable.

### Child's 3rd birthday is on or between:

1 March to 31 August  
1 September to 31 December  
1 January to 28 February

### Date eligible for a free part-time nursery place:

August (Autumn Term)  
January (Spring Term)  
April (Summer Term)

### 2. Deferred Entry to School

Children with January/February birthdates are entitled to defer entry to school should their parents/carers wish it and will receive a continued, funded, part-time place at either a Glasgow City Council nursery OR a partner nursery.

Applications for children outwith January/February birthdates will also be considered however there is no automatic entitlement to funding.

In all cases any additional hours over the funding entitlement will be charged at the appropriate rate. Information on current charging rates per hour is available from all Glasgow City Council nurseries.

Where an application to defer is NOT agreed, or where it is simply a matter of parental preference (e.g. there is no involvement from Education Psychological Services), the parent/carer will be required to fund the place themselves.

### 3. Charges for Term Time Nursery Places (38 weeks) (for those children attending during the school term only)

There are 38 chargeable weeks in the term time year. Ten invoices will be issued as follows:

#### Child under three years (no statutory provision)

Nine invoices (four weekly in advance = 36 weeks) for the total number of hours/breakfasts/lunches and snacks agreed, and one final invoice (two weeks) for the total number of additional hours/breakfasts/lunches and snacks agreed.

#### Eligible children aged three to five years (those entitled to 15 hours statutory provision free)

Nine invoices (four weekly in advance = 36 weeks) for the total number of hours less 15 hours statutory funded/breakfasts/lunches and snacks agreed, and one final invoice (two weeks) for the total number of hours less 15 hours statutory funded/breakfasts/lunches and snacks agreed.