



Education & Cultural Services

Policy: Pupil Placement and Admissions - Wraparound Care

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1. WRAPAROUND CARE IN WEST LoTHIAN

(a) Background

Wraparound care facilities have been set up at some of West Lothian's pre-school education establishments in line with Scottish Executive guidance. Wraparound care provides seamless pre-school education and childcare for three and four year olds and makes it easier for parents to return to work and training. The Council also offers wraparound care for P1 to P3 children, although places may be limited. Wraparound care provides a wide range of activities to meet the needs of children. It is not a free service, although everything is done to keep charges as low as possible. It is necessary to charge so that wraparound care is cost effective, as required by the Scottish Executive, and is reliable. Childcare is also available with the Council's private sector partners (private nurseries), usually from 7.30am to 6pm. Further information can be obtained from the Childcare Information Service by phoning 01506 776660.

Wraparound care is not available for P4 to P7 children. Information on childcare, such as after school clubs or childminder services available in your area, can be obtained from the Childcare Information Service or by visiting the Scottish Childcare website at www.scottishchildcare.gov.uk.

(b) Oversubscribed establishments

Some wraparound care establishments in West Lothian often receive more applications than there are places available. As a result, it is unlikely that oversubscribed establishments will be able to offer any places to eligible children in the following January and April terms.

Please be aware that children have no statutory rights to access childcare provision.

(c) Catchment areas

West Lothian is divided into catchment areas for primary and secondary schools. Catchment schools are determined by home address. **There are no catchment areas for wraparound care establishments.**

For more information on catchment areas, please telephone the Pupil Placement Section.

(d) 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.

(e) Denominational and non-denominational education

In West Lothian all wraparound care establishments are non-denominational. This means that the establishment is non-denominational even if it is in a denominational (Roman Catholic) school campus.

(f) Choice of wraparound care establishment

It is not always possible to grant places at a specific wraparound care establishment. Each application form gives an opportunity to make two choices. One application form should be completed for each child and choices should be considered carefully. If only one choice is given and this is unavailable, then an alternative will not be granted.

Once a child has been offered a place, the offer will not be withdrawn **(unless the place was granted because false information was given)**.

(g) Change of circumstances.

If a child's circumstances change (for example, their address), the application form should be amended. If this has already been submitted, the Pupil Placement section should be advised in writing of the change. If information is deliberately withheld, the offer of a place could be withdrawn or cancelled. Should information be provided late, Pupil Placement will not be able to take this into consideration if a decision on the application has already been made, although it may affect the child's position on a 'waiting list' (see section 2f).

(h) Opening times

Wraparound care times overlap pre-school and primary school opening hours, usually starting at 8am and finishing at 5.30pm, Monday to Friday. This means that wraparound care establishments open before pre-school or primary school start and after pre-school or primary school finishes. The opening hours of the chosen establishment should be checked before applying. This information can be found on the council's website at www.westlothian.gov.uk or by telephoning the Childcare Information Service.

Wraparound care is also available outside school term time apart from the Christmas holidays. During school holidays there is a limited service and wraparound establishments may join together to offer childcare. This means that wraparound care during school holidays may be at a different establishment from the one the child usually goes to. At least one member of staff from the usual establishment will be there. If this happens, it is the parents' responsibility to drop off and pick up their child at the other establishment. Parents should advise the wraparound team leader if they wish to use wraparound care at least six weeks before the holiday. Parents will be informed as early as possible if the usual wraparound care establishment will not be open during a school holiday.

(i) Wraparound care costs

Wraparound care is a council childcare service and is not free of charge. There is a yearly administration fee (which cannot be refunded) and an hourly charge with a minimum weekly charge. The minimum period charged for is 30 minutes even if less than one hour is required. For example, if an application is for a morning place starting at 8.10am and finishing at 8.50am (40 minutes in total), this would be treated as two 30-minute blocks (8am to 8.30am and 8.30am to 9am). An afternoon place starting at 2.50pm and finishing at 3.25pm (35 minutes in total), would also be treated as two 30-minute blocks (2.45pm to 3.15pm and 3.15pm to 3.45pm). As a result, the daily charge would be for four 30-minute blocks (two hours in total). A bill will be issued every month. Core hours for wraparound childcare must be paid one month in advance.

(j) Help with wraparound and childcare costs

The Government has introduced Working Tax Credit and Child Tax Credit to help families with the cost of childcare. Local Jobcentres or the Inland Revenue will help parents work out whether they are eligible for tax credits. Application forms are available from the Child Tax Credit line on 0845 300 3900.

The Council also has a scheme of reduced charges for wraparound care. There are reductions for certain families whose childcare costs are more than £150 a week and for some students. More information and an application form can be obtained from the Childcare Information Service on 01506 776660. The Pupil Placement section will send out information and application forms for reduced charges if parents indicate on their application form that they are applying for reduced charges. See appendix 2 for more information.

(k) Children who need additional support for learning

In line with legislation, the Council has a policy of including children who need additional support for learning in mainstream pre-school establishments. Children who need significant additional support for learning can be identified at an early stage by the local Pre-school Community Assessment Team (PreSCAT) which includes professionals from health, social policy and education. If PreSCAT is not able to provide complete support in a mainstream establishment, they would refer the child to a Senior Officer Review Group (SORG) which would decide an appropriate level of support. If a child is being assessed by PreSCAT and SORG, he or she should have an Individual Educational Programme (IEP). More information on this can be obtained from the Principal Support Officer – Additional Learning Needs by phoning 01506 776091.

(l) Meals

There is a small charge of 20p for snacks and breakfast in wraparound care. A school lunch may also be available at some establishments for £1.45 daily. Alternatively, children can bring in a

packed lunch. Parents should indicate on the application form if their child has any special dietary needs. Staff at each establishment will be happy to tell parents exactly what happens.

(m) Terms and conditions

Terms and conditions for wraparound care are in appendix 3. Parents should make sure that they understand and accept these terms and conditions.

(n) Admission procedures and information

Should parents send in an extra application form or extra information then the Pupil Placement section will use the most recent information when handling the application.

(o) Age ranges for starting and attending wraparound care

To be eligible for wraparound care a child must be in pre-school education or attending P1 to P3.

In line with Council policy, priority is given to ante pre-school and pre-school aged children for wraparound care places. It may be possible, where there is enough space, to offer wraparound care places to pupils in P1 to P3.

2 APPLYING FOR A PLACE IN A WRAPAROUND ESTABLISHMENT

All documentation should be read carefully. Should parents wish to apply for a place, they should either

- arrange to meet the person in charge of the establishment of first choice who will assist with completion of the application form. They should also be able to let parents know how many places are available and answer any other questions. The "Application for admission to wraparound care" form should be completed as fully as possible. The wraparound care establishment will send completed application forms to the Pupil Placement section except in the case of mid-session and summer holiday applications.

or

- return the completed application form directly to the Pupil Placement section. Pupil Placement can also provide help and advice.

The Pupil Placement section will add the child's name to the list of applicants for the chosen establishment, provided the child is eligible to attend wraparound care.

Application forms must be returned by the 22 March each year. If application for a wraparound care place is made at a later date, the application will be

considered, but places may be limited. Please return the form to the chosen establishment or to the Pupil Placement section as soon as possible.

(a) Mid-Session or Summer Holiday applications

Wraparound care establishments deal with all applications during the school year, once the school year has started or during the summer holidays. To find out if there are places available, contact the Head of your chosen wraparound care establishment. If you decide to make an application you will be asked to complete an 'Application for admission to wraparound care' form. Once you have filled in the form, you should return it to the wraparound care establishment, **NOT** to the Pupil Placement section.

It is not possible to reserve places months or weeks before a child is able to attend the wraparound care establishment.

(b) Next school year (August) applications

Parents wishing their children to attend a wraparound care establishment during the next school year beginning in August must apply for a place, even if the child is already attending. Parents might have already filled out an application form for pre-school or P1 and included information on wraparound care. In this case it will not be necessary to complete a separate wraparound care application form. If a form for the next school year is submitted before February, parents will be given an opportunity in February to update the application form.

The Council will do its best to keep parents updated on the application process, but cannot guarantee that parents will automatically be given new application packs. Parents should make sure that they get an application pack, fill it out and return the application form.

(c) All day wraparound care

If a child goes to nursery and needs wraparound care for a full day then the nursery application should normally be made for a morning place. Parents should explain their needs on the application form including the times when childcare is required.

If a child goes to primary school (P1-P3) and needs childcare for a full day, then parents should explain their needs on the application form including the times when childcare is required, for example, before school starts and after school finishes.

(d) Registration

Once a child starts at wraparound care parents will be asked to fill in and sign a registration document. If, when a parent registers, more or less wraparound care is needed than has been granted, the application may be reviewed. A registration document must also be completed and signed if weekly care requirements are amended. Core hours will be charged monthly in advance, and any extra hours that are used each month will be added to the next bill.

(e) Deferring admission to primary school

If a child has been granted an additional year of pre-school education because of deferred admission to primary school, parents can also apply for wraparound care. There is no charge for the additional year of pre-school education but charges for wraparound care still apply.

(f) Waiting lists

The Council has waiting lists when there are more applications for an establishment than there are places available. Pupil Placement will pass waiting lists to the Head of the wraparound establishment who will then be responsible for their management. Waiting lists are put in order in line with our admission guidelines and decisions which have been made by the Early Years Admission Panel. If a place is not available for a child at the times needed, the child's name will be added to a waiting list. The child's place on the waiting list could change, for example, if parents send in relevant information after submitting the original application form. It is not necessary to keep checking on a child's position on the list with the wraparound establishment. Parents will be contacted if a place becomes available.

3 EARLY YEARS ADMISSIONS PANEL

The Early Years Admission Panel makes decisions on placements to oversubscribed establishments. This panel calls on specialist advice when appropriate. Parents do not have the right to ask for a review of its decision so it is very important to fill out application forms as fully as possible. The decision of the Early Years Admissions Panel is final.

4 PROCEDURE FOR DEALING WITH APPLICATIONS

(a) Next school year (August) admissions

When a wraparound care establishment is not oversubscribed, the Pupil Placement section grants all applications in line with Council policy and previous decisions of the Early Years Admission Panel.

When a wraparound care establishment is oversubscribed, the Early Years Admission Panel decides all the applications for that establishment. The guidelines the panel follows are in appendix 1.

The panel will make decisions on wraparound care places for August and will tell you by letter as soon as possible after it has made decisions on ante pre-school and pre-school placements (and no later than the end of May). Decisions will not be given out over the telephone. If an application is successful, the slip attached to the granting letter should be returned within two weeks. If the slip is not returned, Pupil Placement will attempt to make contact on the phone numbers supplied, but if unsuccessful, the place may be withdrawn.

All the information provided in the application form will be taken into account. It is very important that all the information that is thought to be relevant is included in the application form.

(b) Mid-session or Summer Holiday Admissions

Wraparound care establishments deal with all applications during the school year, once the school year has started or during the summer holidays. They follow Council policy and previous decisions of the Early Years Admission Panel.

Account is taken of all the information provided in the application form. It is important that any relevant information is included on the form.

5 ADMISSION PRIORITY

Appendix 1 sets out the guidance the Early Years Admission Panel follows. The items are not ranked in order of priority so should not be treated as a points list. The application form allows parents to provide extra information to support their application. It is important to make sure that this information actually provides a full explanation, as the Council cannot take responsibility for mistakes made by applicants or information which is not given to the Council.

When wraparound care establishments are oversubscribed, we decide which eligible children to offer places to based on their individual circumstances (as set out on the application for admission form), in line with the admission guidance (see appendix 1).

6. FURTHER INFORMATION

The views of parents on the service received, are welcomed and valued. If parents would like to share their views they should write to the address below. Each school session a limited number of parents may be asked to complete a short questionnaire.

Useful Contacts

- **Pupil Placement Section**
Education Services
Lindsay House
South Bridge Street
BATHGATE
EH48 1TS
Telephone: 01506 776002
- **Childcare Information Service**
Telephone: 01506 776660.

- West Lothian Council Internet site -
www.westlothian.gov.uk
- Scottish Childcare website
www.scottishchildcare.gov.uk
- **The Scottish Executive Education Department**
Victoria Quay
EDINBURGH
EH6 6QQ
Tel: 0131 244 4436
www.scotland.gov.uk/

Guidance for Early Years Admission Panel and Head of Establishment

In considering wraparound care admissions the Council takes the following into account:

- The placing in schools guidelines for primary schools
- The placing in schools guidelines for pre-school

And also:

- The design capacity of the wraparound care establishment and the accommodation resources at the wraparound care establishment
- 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 maintain quality education provision within existing resources
- The particular circumstances of the application form
- The need to meet the childcare requirements of parents at work, education or training
- The need for wraparound care to be financially self sustaining
- The need to provide seamless education and care for pre-school children

The above are not in any priority order. It should be noted that the Council has discretion to admit a child to any pre-school establishment in special circumstances as determined by the Council.

Placing in wraparound care establishments

Guidance for early years admission panel and head of establishment

Eligibility criteria for reduced charges

In considering eligibility for reduced charges, the Council takes the following into account:

- Families receiving Working Tax Credit where one parent 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 are, or a single parent is, in full-time education or training and the family income is a student grant or Income Support.

Parents or guardians making the application must be living in West Lothian and using a West Lothian Council wraparound care facility.

Wraparound Care Terms and Conditions

Applications

- All parents/guardians must make a fresh application every year.

Payment of fees

Payment by direct debit is preferred. Forms are available from Wraparound Centre. Otherwise, payment of fees must be made in advance on receipt of invoice from Education Finance. Invoices will be sent out each month.

- Terms of payment: Invoices payable on receipt
- **Failure to pay will result in withdrawal of childcare place.**
- Users will register for an agreed number of hours and will be charged monthly in advance for these hours.
- Two weeks' notice will be required for changes to the registered hours.
- Where there are vacancies parents may be able to arrange additional hours on a flexible basis. Any additional hours used will be added to the next bill.

Sickness

- Parents must inform the Wraparound Care staff of a child's absence.

Collection of children

- Children must be collected at the agreed time and in every case, by closing time at the latest. Parents who are unavoidably delayed should contact the Wraparound Care Team Leader. If by closing time a child is still waiting for a parent who has not phoned, the Team Leader will make every effort to contact the parent or emergency contact person. Thereafter, the Team Leader will contact the Social Work Department who will arrange for emergency care.
- Children must be collected by a parent or other responsible adult and parents must tell the Wraparound Care staff who will be picking up the child on any given day.

Behaviour

- Parents will be informed if a child's behaviour is causing concern. Parents are asked to tell the Wraparound Care Team Leader if there is any reason (eg family circumstances) which may contribute to any change in behaviour or mood.

Wraparound Care Policy

Parents may obtain a full copy of the Council's Wraparound Care Policy by contacting the Childcare Information Service or online at www.westlothian.gov.uk.

Customers with Special Requirements

Information is available in Braille, on tape, in large print and community languages.

Please contact the Interpretation and Translation Service on 0131 242 8181.

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Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 0131 242 8181.

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