

Nursery applications 2024/25 for 3 & 4 year olds



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Guidance on applying for early learning and childcare in East Renfrewshire

For all children aged three and four years old who are due to start nursery from August 2024.

Please read all of these guidance notes before you complete the early learning and childcare online application form.

For more information on the application process you can call 0141 577 3288/3265 or email earlylearningandchildcare@eastrenfrewshire.gov.uk

All applications for places with local authority early learning and childcare settings, which includes nursery classes and family centres, must be received by 31 January 2024, any applications received after this date will be treated as late. *This means that they will be allocated after the applications which were received on time.*

There are a range of models available to ensure that all children can access their entitlement to 1140 hours of early learning and childcare. Parents can apply for the model which suits their family best. **We try to make sure that everyone gets what they choose, however, there is no guarantee of this.**

In East Renfrewshire we allocate nursery places for two years. This gives parents the opportunity to plan and make choices about early learning and childcare which fits around their family life and gives them the security of knowing that their early learning and childcare arrangements do not need to change from one year to the next. This is good for children who are happy and settled in their nursery having made friends and got to know the adults who work in the setting. A familiar environment also helps children to feel safe and secure.

When can my child start?

Children aged three years of age become eligible for a government funded place at the start of the term following their third birthday.

- **Children who are three between 1 March and 31 August are eligible for a funded place from the start of the Autumn Term in August**
- **Children who are three between 1 September and 31 December are eligible for a funded place from the start of the Spring Term in January**
- **Children who are three between 1 January and the last day in February are eligible for a funded place from the start of the Summer Term in April**

Where children are not entitled to their placement from the start of the August term, families are able to purchase an early access placement to allow children to attend nursery before the start of their funded place. You will find more information on this on page 11 of this guidance.

Your child's start will be confirmed by the nursery once your allocation is made.

Children will receive 1140 hours funded early learning and childcare in each school year that they are eligible and a pro rata amount for each part of a year in which they are eligible.

How are places allocated?

A set of criteria is used to make sure that early learning and childcare places are allocated fairly. All places will be allocated using the priority criteria below:

Priority Criteria

Priority 1	East Renfrewshire resident where one of the following conditions has been met: child protection, prevention, or additional support needs. Automatic entry will be given to any child considered by the Social Work Department to be in need of protection, who is looked after by the authority, or whose admission will prevent reception in to care.
Priority 2	East Renfrewshire resident deferring entry to primary school with no existing Early Learning and Childcare provision in place (Note - this does not include families who have intentionally left an existing allocation).
Priority 3	East Renfrewshire resident in pre-school year with no existing Early Learning and Childcare provision in place (Note – this does not include families who have intentionally left an existing allocation).
Priority 4	East Renfrewshire resident residing within the Early Learning and Childcare Community of the setting.
Priority 5	East Renfrewshire resident where a sibling attends the establishment and will continue to do so in the next session.
Priority 6	East Renfrewshire resident where the child is part of a single parent/carer family and where it would be advantageous to the care and welfare of the child and/or family to attend the requested setting.
Priority 7	East Renfrewshire resident with no other listed priority.
Priority 8	Non East Renfrewshire resident.

The priority criteria will be applied in the order shown above. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. For example if the number of applications within priority 4 exceeds places available, applications meeting criteria 5 then 6 will be considered. If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by the Local Admissions Panel (LAP).

How do I fill in the application form?

Child and Family details

Please ensure the address given is the child's current permanent place of residence. If you are planning on moving house, please provide your new address and date of your move in the comments box at the end of the application form. You will be asked to provide further evidence if you have just moved in or are living at a 'care of' address. You will be asked to provide proof of your child's identity by taking their birth certificate and evidence of address to the nursery before your child is due to start.

Community Information

All East Renfrewshire Council early learning and childcare settings, which includes family centres and nursery classes, are organised into 4 communities based on area and address.

The communities are:

- **Barrhead/Neilston**
- **Busby/Clarkston/Eaglesham**
- **Giffnock/Thornliebank**
- **Newton Mearns**

You are encouraged to apply to the settings within your community which offers the model you would like to choose for your early learning and childcare provision. Nursery settings don't have catchment areas, you can apply to any nursery in your community including funded providers and childminders who are in partnership with East Renfrewshire Council. If you choose a setting that is not in your own community you will be a lower priority for a place (see priority list on page 3).

Within each community each setting offers different models, as shown in the tables on pages 5-8. Nursery classes are only open during term time, the same as the school, from August until June. Family Centres are open for 48 weeks over the year, however they are closed for all public holidays and in-service days.

You must choose, in order of preference which settings you would like to be considered for. To apply for a funded provider or childminder please indicate this as required on the application form. If you are only looking for a funded provider you should NOT use this application form.

Please note, you must provide a minimum of THREE choices. **We will do our best to allocate one of these, however, there is no guarantee of this.** The nursery place allocated to your child will be for two years to minimise movement and disruption; however if a new setting opens in your community we will ask if you wish your child to move for their pre-school year.

If you want to pay for any extra hours which may be available these will need to be booked with the nursery and paid for online using the Parent Pay system. **Add-on hours are not guaranteed and are strictly subject to availability.**

Any add-on hours used will be charged at the appropriate rate.

Choosing where to access your child's entitlement

Within East Renfrewshire, families can choose to access their child's entitlement across a variety of different nurseries, family centres and childminders. In addition to the Council's settings, we work in partnership with a range of different private, voluntary and independent providers to give families a wide choice on the best setting to meet their circumstances.

The Funding Follows the Child approach places choice in parents' and carers' hands allowing them to access their child's funded entitlement from any setting who meet the National Standard, has a place available and is willing to enter into a contract with their local authority.

You must choose, in order of preference, which pattern of attendance you would like to be considered for. We will do our best to allocate one of these choices; however there is no guarantee of this.

If you choose Extended Hours, Stretched B or a Blended Model, please complete the days/half day of the week you wish your child to attend the local authority setting. You should only pick the number of sessions indicated for your chosen attendance pattern; this will ensure you receive 1140 hours of early learning and childcare.

If you choose a blended model you must also apply directly to the funded provider for the remaining hours of your entitlement. The deadline to submit your funded provider application will be 31 January 2024.

Communities and Settings

Within each community the 1140 hours provision available in each setting is detailed below:

Newton Mearns					
Setting	Core Hours 9am - 3pm 5 days per week during term time	Extended hours 8am - 6pm 3 days per week During term time	Stretched A 8am - 12.45pm OR 1pm - 5.45pm 5 days per week over 48 weeks	Stretched B 2 full days 8/8.30am - 5.30/6pm AND one half day 8am - 12.45pm or 1.15 - 6pm over 48 weeks	Full time 8am - 6pm 5 days per week. (Term Time - 38 weeks in Nursery Classes and 48 weeks in Family Centres)
A blended model is available in all settings for all provisions.					
Hazeldene Family Centre	✓		✓	✓	✓
Isobel Mair Family Centre – ASN Only *	✓		✓	✓	
Crookfur Family Centre	✓		✓	✓	✓
Mearns Primary Nursery Class	✓	✓			
Calderwood Lodge Family Centre **	✓		✓	✓	✓
St Cadoc's Primary Nursery Class	✓	✓			
Maidenhill Primary Nursery Class	✓	✓			✓
<p>* Places in Isobel Mair Family Centre are only available for children with Additional Support Needs who have been allocated through the Early Years Intervention Group.</p> <p>** Calderwood Lodge will operate as a family centre from August 2024 and new applicants will be allocated family centre provision as noted above. Children who already have a nursery class allocation can remain in this until the end of their placement.</p>					
<p>The funded providers listed below offer packages tailored to suit your needs, please contact each setting directly for more information or to make an application. Please note most settings will be closed for public holidays. The list of funded providers is subject to change, please check eastrenfrewshire.gov.uk/elc-contacts and eastrenfrewshire.gov.uk/childminders for the most up to date lists.</p>					
Belmont Nursery Class (Independent)	www.belmontschool.co.uk/nursery 9am - 3pm, Term time only				
Broom Nursery (Voluntary)	www.broomchurch.org.uk/broom-nursery 9am - 3pm (with flexibility from 8.30am - 3.30pm) Term time only				
Elmwood Nursery (Private)	www.elmwoodnurseryschool.co.uk 8am - 6.30pm, Year round				
Happy Days Too Southfield House (Private)	www.southfieldhousenursery.co.uk 7.45am - 6.00pm, 51 weeks per year				
Innocence Nursery (Private)	www.innocencenursery.co.uk 7.30am - 6.30pm, Year round				
Kirktonholme @ Mearnswood (Private)	www.kirktonholmenursery.com/newton-mearns-nursery 8am - 6pm, 50 weeks per year				
Kirkhillgait Nursery (Private)	https://kirkhillgait-nursery-school.business.site 8am - 6pm, 52 weeks per year				
Lyndsey Haigh (Childminder)	lyndsey.childminder@gmail.com Monday to Friday 8am to 5.30pm, 48 weeks per year				
Jane Snowden (Childminder)	janesnowdenchildminding@hotmail.co.uk Tuesday to Friday 8am to 5.30pm, Term time only				
Valentina Pesiri (Childminder)	Valentinapesiri@gmail.com Monday to Friday 8am to 5.30pm, 44 weeks per year (8 weeks holidays)				

Busby/Clarkston/Eaglesham					
Setting	Core Hours 9am - 3pm 5 days per week during term time	Extended hours 8am - 6pm 3 days per week During term time	Stretched A 8am - 12.45pm OR 1pm - 5.45pm 5 days per week over 48 weeks	Stretched B 2 full days 8/8.30am - 5.30/6pm AND one half day 8am - 12.45pm or 1.15 - 6pm over 48 weeks	Full time 8am - 6pm 5 days per week. (Term Time - 38 weeks in Nursery Classes and 48 weeks in Family Centres)
A blended model is available in all settings for all provisions.					
Cart Mill Family Centre	✓		✓	✓	✓
Overlee Family Centre	✓		✓	✓	✓
Busby Primary Nursery Class	✓	✓			
Carolside Primary Nursery Class	✓	✓			✓
Eaglesham Primary Nursery Class	✓	✓			✓
Netherlee Primary Nursery Class	✓	✓			✓
<p>The funded providers listed below offer packages tailored to suit your needs, please contact each setting directly for more information or to make an application. Please note most settings will be closed for public holidays. The list of funded providers is subject to change, please check eastrenfrewshire.gov.uk/elc-contacts and eastrenfrewshire.gov.uk/childminders for the most up to date lists.</p>					
Clarkston Nursery (Voluntary)	clarkstonnursery.co.uk 9.30am - 3.30pm, During term time				
Happy Days Too, Busby (Private)	www.happydaystoonursery.co.uk 7.45am - 6.00pm, 51 weeks per year				
Woodland Play - Greenbank (Private)	Find them on Facebook Greenbank Woodland Play Sessions between 9.00am - 6.00pm, During term time				
Emma Sturrock (Childminder)	emmasturrock28@gmail.com Monday to Friday 8.00am - 6.00pm, 48 weeks per year				
Jayne Cowan (Childminder)	jaynesweans@mail.com Monday to Friday 8.00am to 5.30pm, Year round				
Louise Bennion (Childminder)	louisebennionchildminding@gmail.com Monday to Friday 8.00am to 5.30pm, During term time				
Pauline Bree (Childminder)	slaven7@hotmail.co.uk Tuesday to Friday 8am to 5pm, 46 weeks per year (6 weeks holidays)				

Giffnock/Thornliebank					
Setting	Core Hours 9am - 3pm 5 days per week during term time	Extended hours 8am - 6pm 3 days per week During term time	Stretched A 8am - 12.45pm OR 1pm - 5.45pm 5 days per week over 48 weeks	Stretched B 2 full days 8/8.30am - 5.30/6pm AND one half day 8am - 12.45pm or 1.15 - 6pm over 48 weeks	Full time 8am - 6pm 5 days per week. (Term Time - 38 weeks in Nursery Classes and 48 weeks in Family Centres)
A blended model is available in all settings for all provisions.					
Glenwood Family Centre	✓		✓	✓	✓
Braidbar Primary Nursery Class	✓	✓			
Giffnock Primary Nursery Class	✓	✓			
Thornliebank Primary Nursery Class	✓	✓			✓
<p>The funded providers listed below offer packages tailored to suit your needs, please contact each setting directly for more information or to make an application. Please note most settings will be closed for public holidays. The list of funded providers is subject to change, please check eastrenfrewshire.gov.uk/elc-contacts and eastrenfrewshire.gov.uk/childminders for the most up to date lists.</p>					
Kirktonholme Thornliebank (Private)	thornliebank@kirktonholmenursery.com 8am - 5.45pm, 51 weeks per year				

Barrhead/Neilston/Uplawmoor					
Setting	Core Hours 9am - 3pm 5 days per week during term time	Extended hours 8am - 6pm 3 days per week During term time	Stretched A 8am - 12.45pm OR 1pm - 5.45pm 5 days per week over 48 weeks	Stretched B 2 full days 8/8.30am - 5.30/6pm AND one half day 8am - 12.45pm or 1.15 - 6pm over 48 weeks	Full time 8am - 6pm 5 days per week. (Term Time - 38 weeks in Nursery Classes and 48 weeks in Family Centres)
A blended model is available in all settings for all provisions.					
Arthurlie Family Centre	✓		✓	✓	✓
Madras Family Centre	✓		✓	✓	
Carlibar Primary Nursery Class	✓	✓			✓
Cross Arthurlie Primary Nursery Class	✓	✓			
St John's Primary Nursery Class*	✓	✓			
* As part of an ELC expansion within the Barrhead/Neilston/Uplawmoor community a new nursery class is opening in St John's Primary School and spaces will be available from August 2024.					
The funded providers listed below offer packages tailored to suit your needs, please contact each setting directly for more information or to make an application. Please note most settings will be closed for public holidays. The list of funded providers is subject to change, please check eastrenfrewshire.gov.uk/elc-contacts and eastrenfrewshire.gov.uk/childminders for the most up to date lists.					
Railway Cottage Nursery (Private)	railwaycottagenursery.co.uk 8am - 6pm, 51 weeks a year				
Gillian McGuire (Childminder)	g.rush2@hotmail.com Monday to Friday 7.30am - 6pm, Year round				

Places in local authority nurseries are much sought after, therefore many settings have no extra spaces for parents to buy additional hours. Nurseries will be able to advise parents whether any additional space is available once all applications have been processed, this may not be until the start of the term in August. It is therefore important that parents consider their needs carefully when applying for a nursery place as there is no guarantee of any extra hours becoming available.

We will try to give you your choice, however, there is no guarantee of this.

Partnership Providers

You may choose a funded provider for your early learning and childcare, applications should be made directly to the funded provider. For session 2024/25, the deadline for applications to a funded provider is 31 January 2024. For contact details and the current list of providers visit, eastrenfrewshire.gov.uk/elc-contacts and eastrenfrewshire.gov.uk/childminders

How do I choose?

Think about what is most important to you in terms of early learning and childcare.

Half days

I want my child to attend nursery only in the mornings or afternoons - choose a family centre, they could have 5 mornings or afternoons of 4 hours 45 minutes per week over 48 weeks (Stretched A).

Full days

I want my child to have full days as this will fit with my work pattern.

If you choose a nursery class, you could have three full days (from 8am - 6pm) per week (Extended Hours) during term time. Alternatively, if you choose a family centre, you could have two and a half days per week over 48 weeks (Stretched B). Most private nurseries and childminders also offer long days.

You can also choose full time (5 days per week from 8am -6pm) in certain nursery classes (term time) and family centres (48 weeks). Please note that charges will apply for hours over your child's entitlement.

Attending every day

I want my child to go to nursery every day – you can choose either a family centre or a nursery class. If you choose a family centre, they could have five mornings or afternoons of 4 hours 45 minutes per week over 48 weeks (Stretched A). If you choose a nursery class, they could have 5 sessions of 6 hours (from 9am - 3pm) per week during term time.

You can also choose full time (5 days per week from 8am - 6pm) in certain nursery classes (term time) and family centres (48 weeks). Please note that charges will apply for hours over your child's entitlement.

The school year

I want my child to access their early learning and childcare during the school year - choose a nursery class. If you choose a nursery class, you could choose between 5 sessions of 6 hours from 9am - 3pm (Core Hours) or 3 full days from 8am - 6pm (Extended Hours) per week during term time. A limited number of core hours places are also available in our Family Centres.

A longer year

I want my child to be able to access their early learning and childcare during school holidays - choose a family centre. Family centres will provide both half day sessions (Stretched A) or a mix of full days and half days (Stretched B) over 48 weeks or full time - 5 days per week in certain family centres (48 weeks). Please note that charges will apply for hours over your child's entitlement.

Private nurseries may be open more weeks of the year, some childminders also offer full year provision.

A range of experience

I want my child to access their early learning and childcare in more than one setting - choose a Blended Model, this will allow you to split your allocation, for example 15 hours in a nursery class or family centre and 15 hours in the funded provider of your choice (subject to space being available and a partnership arrangement being in place with the local authority). Blended models can also be arranged between two funded providers.

Childminders and local nurseries

We work in partnership with a range of funded providers, such as private and voluntary nurseries and childminders, across East Renfrewshire who will be more than happy to discuss your needs with you.

Applications to funded providers other than local authorities should be made directly to the nursery or childminder.

We will try to give you your choice, however, there is no guarantee of this.

Full time hours in early learning and childcare settings

What is it?

Families are able to access a full time model at their child's nursery or family centre, where capacity allows. This model means that families can supplement their child's entitlement to 1140 hours, paying for extra hours to give them a full time space.

For those children accessing this model, they would attend nursery from 8am - 6pm, 5 days per week. This could either be term time or all year round, depending on the opening times of the setting.

How does this work?

Families are able to purchase extra hours, above their child's entitlement to 1140 hours, to cover the whole week. For children attending a term time setting, this will mean that they have to buy an additional 20 hours per week. For those attending an all year round setting, this will mean they have to buy an additional 26h 15m per week.

Where is this model available?

This model is available in a small number of settings. **Please note – the number of places is limited to ensure we can continue to accommodate the needs of all families.**

Families are able to access these full time hours within each ELC community, although they will not be available in every individual setting. More information on which settings you can access these hours is available in pages 5 to 8 of this guidance.

I only need one or two extra days

Initially, we will only be offering full time places through the application process. This ensures we can make best use of the spaces available in each of our settings and ensure we meet the preferences of as many families as possible.

Where capacity allows, we will continue to make add-on sessions available for families to purchase shorter hours to supplement their child's pattern of attendance. Once you have received your allocation, your child's nursery will be able to advise you of the process for applying for any add-on hours, if available.



Early Access

Children become eligible for a government funded place at the start of the term following their third birthday.

- **Children who are three between 1 March and 31 August are eligible for a funded place from the start of the Autumn Term in August**
- **Children who are three between 1 September and 31 December are eligible for a funded place from the start of the Spring Term in January**
- **Children who are three between 1 January and the last day in February are eligible for a funded place from the Start of the Summer Term in April**

What is an early access placement?

Early access allows families to purchase a place at nursery from the period from when their child turns 3-years old until they become eligible for a funded place from the term highlighted above.

What do I need to do if I am interested in an early access placement for my child?

When completing our 2024-25 online application form, you are asked if you are interested in an early access placement for your child. When we write to you with your child's allocation, if appropriate, we will tell you the earliest date your child can start an early access placement. When you accept or decline the place offered, you will be asked to confirm if you wish an early access placement and further details will be provided to you.

When can my child start their early access placement?

The earliest date that your child can start in an early access placement is the first day the setting is open following their 3rd birthday. Your child doesn't have to start on this day, you can choose to start them at a later date between the date noted on your allocation letter and the term their entitlement begins.

What days can my child attend their early access placement?

If taking up an early access placement for your child, they can only attend on the pattern you have been allocated. You may opt for them to attend on a reduced pattern but this must be within their allocated place. In addition, they must attend a minimum of one full day or two half day sessions. When completing the early access form, you will be required to indicate the mornings and afternoons you wish your child to attend and must be sessions and days which your child has already been allocated. Here are some examples

Q1 - My child will be 3 years old on 12 November 2024 and has been allocated extended hours provision in a nursery class – 3 days, 8.00am to 6.00pm.

A1 - Your child is due to start their entitled placement at the January Term on 6 January 2025. They can start in early access on 13 November 24 or at a later date. You can send them for the 3 full days and be charged for 30 hours per week or they can attend one or two days on reduced sessions and be charged only for the hours they attend each week until their entitlement begins in January.

Q2 - My child will be 3 years old on 22 February 2025 and has been allocated core hours provision – Monday to Friday, 9.00am to 3.00pm.

A2 - Your child will be due to start their entitled placement at the April/Spring Term on 22 April 2025. They can start on early access on 24 February 2025 or at a later date. You can send them for 5 core days and be charged for 30 hours per week or they can attend one or more days on reduced sessions and be charged for the hours they attend each week until their entitlement begins in April.

Can I purchase additional hours on an early access placement?

In settings where additional hours is available, you can also purchase extra sessions however additional hours are not available in all settings and any availability will depend on spare capacity being available. Additional hours must be requested and confirmed, as appropriate, on a yearly basis.

Early Learning and Childcare Charges (full time places, early access and additional hours)

Help with childcare costs.

Apply for HMRC Tax Free Childcare to help with childcare costs. Further details and information on how you can apply, can be found at this link:

<https://www.gov.uk/get-tax-free-childcare>

Families accessing a chargeable early learning and childcare placement are charged at the rate of £3.40 per hour (*please note this rate applies for session 2023-24 and charges may increase for the new session 2024-25*).

How much will I pay for a “full time” placement?

Families accessing this model will need to buy extra hours to allow their child to attend on a full time basis. The number of extra hours will depend on whether the setting is open during term time or all year round.

For term time settings - £68 per week*

For all year round settings - £89.25 per week*

If your child is allocated a place in this model, you will require to sign up to payments before they can start to access the full time place.

How much will I pay for an “early access” placement?

When you pay for an early access placement, you pay for all hours your child attends. You will find details on page 11 of this guidance, however here are some examples of costs:

Thursday and Friday, 8.00am-6.00pm, extended days (term time) in a nursery class, uses 20 hours per week and will cost £68.00 per week*

Monday to Friday, 9.00am-3.00pm, core days (term time) in a nursery class or family centre, uses 30 hours per week and will cost £102.00 per week*

Monday to Friday, 8.00am to 6.00pm, full time placement (term time) in a nursery class uses 50 hours per week and will cost £170.00 per week*

How much will I pay for an “additional hours” placement?

You should note that the provision of additional hours is not available in all settings and you should check with your child’s setting once you have your allocation.

Where available, additional hours can be purchased as follows:

Stretched A, Stretched B or Extended Day provision, add-on will be available in the following blocks: 8.00am-1.00pm and 1.00pm-6pm.

e.g. If you wanted to purchase one additional day per week, you would use another 10 hours and the cost for this would be £34.00 per week

Core Hours provision, add-on will be available in the following blocks: 8.00am-9.00am and 3.00pm-6.00pm.

e.g. If you wanted to purchase Monday to Friday, 8.00am-9.00am each week, you would use an additional 5 hours per week and the cost for this would be £17.00 per week.

How do I pay for early learning and childcare charges?

You will be issued with an invoice every 4 weeks for the chargeable hours your child attends. If payments are not kept up to date, the place will be removed. Where your child is in an early access placement they will then not be able to attend their placement until their 1140 entitlement term. If your child is in a full time placement the place will be removed and they will be allocated a place in line with 1140 hours entitlement. If you have signed up for additional hours, these will be cancelled and your child will only attend their allocated placement

Please note that parent/carer’s with any outstanding non-statutory debt owed to the council must ensure this is paid before they will be considered for a chargeable placement. The early learning and childcare team will access ERC finance systems to check this.

**all examples are based on the 2023-24 charges and may be subject to change and will be finalised by the Council as part of the annual budget setting exercise.*

Priority Band

Please refer to the priority criteria listed on page 3 and write the number of the priority you think your child belongs to. If your child is in Priority 5 you must also give the Name and Date of Birth of their sibling. This only applies to siblings attending the same early learning and childcare setting, it **does not apply** to siblings who are or will be at school.

Declaration of Parent/Carer

All application forms must be signed and dated.

What happens next?

Your application will be assessed against the priority criteria.

Every effort will be made to meet your preference. However, this will be dependent on the number of places available and the priority given to applications.

If you are offered a place for your child in an East Renfrewshire Council nursery, you will be notified in writing and asked to confirm your acceptance of a place. Applications which are received on time will usually receive a response by the beginning of May. Late applications will usually receive a response by the end of June. You will then be invited to attend the nursery with the following documentation:

- **Proof of the child's age (birth certificate/passport), and;**
- **Proof of your current address (council tax, rental/mortgage agreement)**



Privacy Notice: 0 - 4 year old places in Early Learning and Childcare

Who will process your information?

The personal information you give to us through any of our forms relating to 0 - 4 year old places in early learning and childcare, and any other personal information we hold about you in this context, will be processed by East Renfrewshire Council, Eastwood Park, Giffnock, G46 6UG for the administration of 0 - 4 year old places in Early Learning and Childcare and any charges that may need to be applied to you.

Why do we process your information?

Your information is processed to help us administer 0 - 4 year old places in early learning and childcare and collect fees where these apply. Your information may also be shared with other departments within the council and other organisations out with the council to check the information we have is accurate and to protect public funds.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest, and where appropriate to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity, eg health information. If we process this type of information about you in relation to 0 - 4 year old places in early learning and childcare, we do so on the basis that it is necessary for reasons of substantial public interest.

These are the main points of our Privacy Notice. You can access the full Privacy Notice at www.eastrenfrewshire.gov.uk/privacy. If you do not have access to a computer, please contact the Business Support Section on 0141 577 3288 to make other arrangements.



**Everyone Attaining,
Everyone Achieving through
Excellent Experiences.**