

**ADMISSIONS TO DUNDEE CITY COUNCIL  
NURSERY SCHOOLS AND CLASSES  
INFORMATION FOR PARENTS**

**Who is entitled to a funded nursery place?**

From August 2018 all children, living in Dundee, who are **four between 1st March 2018 and 28th February 2019** and **three between 1st March and 31st August 2018** are entitled to a funded part time early learning and childcare place in a Dundee City Council nursery school or class or in a private nursery or playgroup which has a Partnership agreement with Dundee City Council. Every child aged 3 or 4 years old, whose parents wish it, is entitled to 600 hours of early learning and childcare in either a Council nursery or a partner nursery or a playgroup. As of August 2014, this extended to any 2 year old children who are, or have been at any time since turning 2, looked after or subject to a kinship care order, with a guardian. From August 2015 this was extended further to 2 year old children from low income families who meet certain criteria in relation to the benefits they receive. See fact sheet 37 for further information about this.

In this context, a place is defined as

- 5 days of 3hrs 10 minutes over 39 weeks which equates to 600 hours statutory entitlement
- These sessions can be offered in a number of flexible ways however this varies from nursery to nursery (please check with the individual nursery)

**How do I enrol my child for nursery?**

To enrol your child into a nursery contact the nursery directly and ask for an application form. Although we accept application forms throughout the academic year, we would advise parents for the August 2018 intake, to have their completed application forms with their first choice of establishment by the beginning of March of that same year. A notice advising parents of enrolment for nursery appears in the local press in February.

All children in their pre-school year and all 3 year olds in the term following their third birthday, are entitled to a place within either a council nursery or within a partner nursery. We cannot always guarantee a place within a parent or carer's first choice establishment, therefore applications are allocated using a points system which takes account of both children's needs and family circumstances. Parents must note on the application form a 2nd and 3rd choice of establishment.

Ensuring that 4 year old children are able to access a place is a priority within the admissions process. Ensuring that eligible 3 year old children are able to access a place is also a priority within the admissions process. However, where demand exceeds supply in any establishment, children in their pre-school year or deferred entrants to P1 would be considered for places first.

Although we make every effort to accommodate the parent's preferred choice of nursery or playgroup, the level of demand in the case of partner nursery commissioned places available, means this is not always possible. As we cannot guarantee allocating a place within the first choice establishment, there remains a need to prioritise all applications received against the pointing criteria.

It is also not always possible to guarantee a parent's preferred pattern of sessions, although every effort will be made to accommodate their needs.

## PRE SCHOOL YEAR

**If a child's date of birth is on or between:** 1st March 2014 – 28th February 2015

he/she may be eligible for a funded pre-school place from:

August 2018 (Autumn term)

## ANTE-PRE SCHOOL YEAR

**If a child's date of birth is on or between:** 1st March 2015 – 31st August 2015

he/she may be eligible for a funded ante-pre school place from:

August 2018 (Autumn term)

**If a child's date of birth is on or between:** 1st September 2015 – 31st December 2015

he/she may be eligible for a funded ante-pre school place from:

January 2019 (Spring term)

**If a child's date of birth is on or between:** 1st January 2016 – 28th February 2016

he/she may be eligible for a funded ante-pre school place from:

April 2019 (Summer term)

Your local nursery can provide you with all the information you need. If you require a list of local authority, private and voluntary sector nurseries in Dundee, you can view individual provider service details online at [www.families.scot](http://www.families.scot). You can also email [cis@dundeecity.gov.uk](mailto:cis@dundeecity.gov.uk) or telephone the Dundee Children & Families Information Service Helpline on 01382 433900

We may also be able to offer you an Extended Hours place in our nursery schools if you are in employment or training and require a longer session (a charge is made for this session). Please discuss this with your nursery as soon as possible as these places are limited.

**Last updated 4 January 2018**

اگر آپ کو انگریزی سمجھنے میں مشکلات پیش آتی ہیں تو براہ مہربانی نیچے دیئے گئے پتہ پر رابطہ کریں

Jeżeli masz trudności ze zrozumieniem języka angielskiego, proszę skontaktuj się z adresem poniżej

如閣下不明白英語，請與以下的地址聯絡。

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇੰਗਲਿਸ਼ ਸਮਝਣ ਵਿਚ ਕਠਿਨਾਈ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ:

**If you have difficulties understanding English, please contact the address below.**

Dundee Translation and Interpretation Service, Dundee City Council, Communities & Policy Division, Mitchell Street Centre, Mitchell Street, Dundee, DD2 2LJ 01382 435825

Email [translation@dundeecity.gov.uk](mailto:translation@dundeecity.gov.uk)

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