

City of Edinburgh Council

Early Years Admissions - Flowchart

Children are entitled to funded early learning and childcare from the term after their child third birthday and for some children the week after their second birthday.

| <u>Date of birth falls between</u> | <u>Eligible from</u> | <u>Entitlement</u> | <u>Letter to advise if/if not a place</u> |
|------------------------------------|-----------------------|--------------------|---|
| 1 March – 31 August | August start of term | 1140 hours | First week in April |
| 1 September – 31 December | January start of term | 642 hours | First week in October |
| 1 January – 28 February | April start of term | 300 hours | First week in February |

Step 1

Download from our website or collect from your local nursery a copy of the [Nursery Application Form](#). Once completed take to your first choice nursery along with your child's birth certificate and a letter proving your address that is dated within past three months. **You must ensure that you have chosen three local authority settings as your application will not be accepted without these.**

Please note that if your first choice nursery is a Partner Provider or childminder you should contact them directly to apply.

Step 2

Your application will be added to the waiting list for that setting through the use of the Nursery Administration Management System (NAMS) and held there until your child becomes eligible for funded early learning and childcare. There is no set time to apply, this can be done at anytime before your child turns three.

Step 3

Places for early learning and childcare are allocated on a children's date of birth and not when they applied. When your child becomes eligible your first choice nursery will write to you to advise if a place is available or not.. If they are unable to offer a place, they will contact your second/third choice nursery to check availability.

Step 4

Once your application has been successful your nursery will provide you will a letter indicating the proposed start date and model of delivery they are offering your child.

Please note - You will need to formally accept this offer by the date indicated in your offer letter. If you do not, the place being offered could be withdrawn and offered to another child.