

## Appendix 1

### **APPLICATION, ALLOCATION & INDUCTION TIMETABLE FOR LOCAL AUTHORITY ELC SETTINGS**

<b>End December 2021 – Early January 2022</b>	<p><b>Schools</b> are responsible for ensuring that parents/carers of continuers apply online in January. If there is no online application, there will be no place given.</p> <p><b>Schools</b> will also be asked for information on children who are likely to Defer Entry</p>
<b>17<sup>th</sup> January 2022</b>	<p>Applications open via Aberdeen City Council website</p> <p>The closing date for applications is <b>4<sup>th</sup> February 2022</b></p>
<b>1<sup>st</sup> February 2022</b>	<b>Deferred Entry Application deadline for children born before 22<sup>nd</sup> August</b>
<b>21<sup>st</sup> February 2022</b>	<p>Deferred Entry panel (only for children born before 22<sup>nd</sup> August)</p> <p>Parents will be advised of the outcome via email on 28<sup>th</sup> February 2022.</p>
<b>18<sup>th</sup> March 2022</b>	<p>Deadline for any appeals or more information on Deferred Entry applications (children born before 22<sup>nd</sup> August 2017)</p>
<b>February, March and April 2022</b>	<p>The <b>Early Years Team</b> will process applications and match preferences to spaces available.</p>
<b>16<sup>th</sup> May 2022</b>	<p>Offers of ELC places will be made to parents/carers via email by the Early Years Team not before <b>16<sup>th</sup> May 2022</b></p>
<b>16<sup>th</sup> May 2022</b>	<p>Draft list to schools – this will be a list of children who have been offered places at each setting. As parents accept offers, this will appear on schools firmstep dashboard</p>
	<p><b>Parents</b> will be asked to accept or decline the offer by logging into the application platform by 27<sup>th</sup> May 2022</p>
<b>During May</b>	<p><b>Parents/carers who accept the ELC offer will appear on the School ELC dashboard – please use our draft list to check these children off as accepted – this will enable schools to contact parents of August starts to arrange induction dates.</b></p>

	<b>Early Years Team</b> will send final list of accepted places to schools as soon as possible after the closing date.
<b>June 2022 Induction and enrolment</b>	<b>Schools</b> should give each parent a ELC Enrolment Form to complete and this should be used to input information to their Management Information System.
<b>Two weeks before the School Summer Holiday</b>	Parents and children should know the hours they will be attending and, where possible, know who the ELC staff will be. They should have been offered an opportunity to visit the school and be given a Prospectus/Handbook.
ELC applications can be made throughout the year, however applications made after the initial closing date of 4 <sup>th</sup> February will not be processed until after the first allocation of places is complete.	