

Early Learning and Childcare (ELC) – Session 2022/23

Information for Parents applying for Council funded Early Learning and Childcare places in session 2022/2023

Aberdeen City Council works with registered Early Learning and Childcare (ELC) centres or nurseries in the private and voluntary sectors and childminders (“providers”) for the provision of funded ELC places.

Children are entitled to up to 1140 hours of funded ELC and will also receive a free meal if they attend 4 or more consecutive hours per day at a setting and attend over a mealtime.

Eligible 2's

Some 2-year olds may be entitled to up to 1140 hours of funded ELC if their family is in receipt of certain benefits or allowances. Please check our website for further information [Eligible 2's](#)

Or email eligible2@aberdeencity.gov.uk

If entitlement has been confirmed, you will be entitled to funding from the term following your child's second birthday until they are eligible for an ELC place in their ante pre-school year.

3 and 4 year olds

All 3 and 4 year olds are entitled to up to 1140 hours of funded ELC. Start dates depend on their date of birth.

Children born between 1 March 2018 and 28 February 2019 are entitled to funding for all three (term time)/ four terms. The same applies to children who have chosen to defer.

Children born between March 2019 and February 2020 are entitled to funding as follows:

Date of Birth	Entitlement to funding
1 Mar 2019 to 31 Aug 2019	Terms 1 – 4 (3 if term time) (from August 2022)
1 Sep 2019 to 31 Dec 2019	Terms 2 – 4 (3 if term time) (from January 2023)
1 Jan 2020 to 28 Feb 2020	Terms 3 – 4 (3 only if term time) (from April 2023)

5 year olds

From August 2022, Aberdeen City Council will be one of the local authorities offering an additional year of funded ELC as part of a Scottish Government pilot initiative, prior to it becoming a universal right from August 2023.

Children who are resident in Aberdeen City who turn 5 between 22nd August 2022 and the end of February 2023, will be automatically entitled to an additional year of funded ELC. No application for deferral will be necessary, however, as we are part of the pilot, we will be required to gather data to share with the Scottish Government.

Hours attended

Parents and carers must discuss the hours that are available with the provider and be clear how many weeks they will receive funded ELC for. If your child is attending for 38 weeks of the year the maximum weekly funded hours will be 30 hours per week. If attendance is for 46 weeks, the maximum weekly funded hours will be 24 hours 47 minutes.

Children will not be funded for more than 10 hours in one day.

Applications for Funding

You should complete Part A of the application form (available from your Funded Provider) and return it to your provider along with a copy of your child's birth certificate, child benefit payment book or passport as evidence of your child's date of birth.

Your provider should then complete Part B. Personal information on this form will be used only for the purpose of establishing eligibility for EL&C funding and all documents used to evidence date of birth will be destroyed once your application has been processed. Part C asks for information the Scottish Government wishes to collect.

Your child will also be entitled to a free meal for every 4 hours they attend.

Curriculum and Quality Assurance

Providers must deliver the "Curriculum for Excellence". Providers must self-evaluate using the Quality Indicators "How Good is Our Early Learning and Childcare Centre" published by Education Scotland. Education Scotland is responsible for inspecting providers. Parents are entitled to see copies of inspection reports which should be displayed at the provider's premises for at least one month.

The Council provides professional advice, guidance and training to providers.

Parents will receive from the provider an end of year report, summarising their child's progress in the five key curriculum areas.

Further Information

Your provider is required to supply you with information relating to the following:

- details of its premises and equipment, number of staff (and relevant experience and/or qualifications of staff), and educational programmes and activities;
- term dates and the timetable for sessions;
- its admissions policy;
- its system for reporting children's progress to parents;
- a statement that a complaints procedure exists and information on how parents can get further information about it;
- its child protection policy;
- its policy for staff training; and details of the provision made by it for children with additional support needs
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This leaflet was prepared by the Early Years Team and is for information purposes only. It does not have any legal or contractual effect. If you have any additional queries regarding EL&C funding, please contact:

Early Learning and Childcare Team

Email: EYFunding@aberdeencity.gov.uk

Telephone: 01224 764654

Early Learning and Childcare Funding Privacy Notice

Why are we asking for your information?

Aberdeen City Council collects and records information about you and your child on this application form in order to provide funding in relation to the entitlement to Early Learning and Childcare. We will keep this information for 7 financial years from the date of application.

Aberdeen City Council shares information contained in this application with your chosen Early Learning and Childcare provider for the purpose of funding your child's allocated place.

Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email

DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Aberdeen City Council, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at:

<https://www.aberdeencity.gov.uk/your-data>.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Legal Basis for Processing

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in as Article 6(1)(e) of the General Data Protection Regulation. This is because providing funding in relation to the entitlement to Early Learning and Childcare is part of our public task under the Children and Young People (Scotland) Act 2014. In carrying out this task, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation, because processing is necessary for reasons of substantial public interest.



We're changing how we collect information on funded Early Learning and Childcare in Scotland

Each year the Early Learning and Childcare (ELC) census collects information about children receiving funded ELC across Scotland. Scottish Government are currently trying to improve this data collection as we realise that the current ELC census doesn't provide the information required to manage this sector. It also places a burden on ELC funded centres and local authorities, with little benefit to them.

The **ELC Data Transformation Project** is a **new** development, which is building on the existing census to make vital information available to measure the Scottish Government's commitment to providing high quality funded ELC. The data collected will be used to inform future planning for provision and the ELC workforce, as well as to better support children and families. There will be a number of **data trials** to test changes to the process before the new census is fully established.

What data will be collected on your child?

The information that will be collected on your child has been chosen to help us understand how families are using funded ELC and to help ensure that funded ELC is accessible to all. The following will be collected:

- Gender
- Date of birth
- Home postcode
- Ethnicity
- Home language
- Stage (e.g. 3 years old)
- Disability status
- Additional support needs
- Support plans
- If Gaelic medium education
- Eligibility reason for 2 year olds
- Funded ELC provision (hours, days, weeks)

The data will be provided by the local authority (parents do not need to do anything). Information such as name or medical information will **not** be shared.

Information will be transferred from local authorities to the Scottish Government using **secure** data transfer systems, and access to data will be restricted.

Where can I get further information?

Further information regarding the project, data security, your rights and how the data is processed can be found on the [ELC Data Transformation Project webpage](http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP):
<http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP>

Any questions or concerns can be sent to:
ELCDataTransformation@gov.scot.