

# Inter-Authority Cross Boundary Funding Leaflet



## PURPOSE OF PROTOCOL

The Children and Young People (Scotland) Act 2014 placed a duty on local authorities to increase the entitlement of all eligible 3 – 5 year old and some eligible 2 year old children to 600 hours of early learning and childcare. The Act also asked local authorities to provide an appropriate level of flexibility to allow parents / carers some choice when deciding to access services.

A significant number of parents / carers are opting for this level of flexibility and choice to meet childcare and family requirements; in particular they are requesting early learning and childcare funding from a local authority that they are not resident in. For clarity of purpose we will refer to these authorities as **host authorities**.

The duty for providing early learning and childcare lies with the authority where a child lives. These authorities are referred to as **resident authorities**.

While it is clear there is no legislation requirement for host authorities to accept funding requests from non-residents; **Argyll & Bute Council, East Ayrshire Council, East Dunbartonshire Council, , East Renfrewshire Council, Glasgow City Council, Inverclyde Council, North Ayrshire Council, North Lanarkshire Council, Renfrewshire Council, South Ayrshire Council, South Lanarkshire Council and West Dunbartonshire Council** have collaborated to produce clear guidelines and protocol that would support the spirit of the Act and provide parents and families with the opportunity to make such a request.

## PROCEDURE

**Please Note:** **Resident Authority:** authority parent/carer and child live in.  
**Host Authority:** authority in which your child attends nursery.  
**Partner Provider:** private/voluntary/social enterprise provider in contract with the host authority to provide funding

Parents / carers can ask a partner provider with any of the named authorities to make a request on their behalf to the host authority of a child for early learning and childcare funding. The partner provider must be in partnership on the Application closing date. The timing of this request should be considered to ensure it complies with existing host local authority timelines for allocating funding to partner providers (details of which can be obtained from individual local authorities).

A Cross Boundary Admission Panel meeting will meet in **May** each year to review funding requests and agree levels of funding for cross boundary purposes. **Levels of funding will be agreed within resident local authority budgets.** To ensure equity and fairness funding requests will be approved according to the published **Inter Authority Cross Boundary Admission Criteria.** Funding will be granted to requests banded 1 – 5, with 1 having the highest priority.

### Inter Authority Cross Boundary Admission Criteria

- 1. Any child in need of protection, Looked After, Kinship Care and ASN (must be supported by either single or multi-agency referral).**
- 2. Children granted deferred entry by local authority (excluding parental choice to defer).**
- 3. Preschool children returning.**
- 4. Preschool and Ante-preschool children (new applicants).**
- 5. Other.**

Parents/carers should be made aware that successful funding requests will commence the **term after the child's 3<sup>rd</sup> birthday**, irrespective of the Admission Policy of the named authority. Cross boundary funding is granted for two years: returning children remaining with a partner provider are not required to make a further request for funding. However partner providers must follow the host authorities application process and ensure that information in respect of returning children is available for discussion at the Inter Authority Cross Boundary Admission Panel meetings.

Inter Authority Cross Boundary Funding Dates as follows:

<b>Child's 3<sup>rd</sup> Birthday falls on or between:</b>	<b>Eligible for 600 hours from</b>
1 <sup>st</sup> March to 31 August 2018	Start of term in August 2018
1 <sup>st</sup> September to 31st December 2018	January 2019
1st January to 28th February 2019	April 2019
1st March to 31st August 2019	Start of term in August 2019

Host authorities will notify their partner providers of the outcome of their request for funding. Thereafter, providers or local authorities (depending on resident authorities existing protocol) will notify partner providers and/or parents/ carers of the decision. If requests received exceed the level of funding available, a ballot may be necessary to determine who is successful. Resident authority will be supported by host authority to carry out the ballots. **Cross boundary funding is granted for 2 years and returning children remaining with a partner provider would not be required to make a further request for funding.**

Parents /carers will be notified of the funding outcome by end of June each year. If their funding request is not successful, parents /carers should contact their resident local authority with regards their entitlement to ELC funding and local Admissions Policy.

**Parents / carers please note:** where children move out with their resident local authority, cross boundary funding is not guaranteed.

# Application Process for Cross Boundary Partner Funding (As per Host Authority Application Process)

Parent / Carer contacts the Partner Nursery directly to enquire if a space is available that can be considered for Cross Boundary Partnership Funding

Parent/carer submits Application to Partner nursery (Host authority Application process applied)

YES

Is a place available?

NO

Parent contacts residing local authority for further information regarding available places.

Partner nursery will confirm funding request process to parent/carer

Partner nursery will forward funding application to Host LA within agreed timelines.

Application will be presented at the Inter Authority Cross Boundary Admission Panel for Cross Boundary Funding in May

DECLINED

Host local authority will advise partner provider with the funding request outcome

Cross Boundary Partner Funding outcome

AGREED

Parent/carer will be informed of the funding request outcome by Partner nursery.

Nursery place for agreed Cross Boundary Funding can commence on agreed funding date.

**INTER-AUTHORITY CROSS BOUNDARY FUNDING**  
**PARENT/CARER AND PARTNER FREQUENTLY ASKED QUESTIONS**

**PLEASE READ THIS LEAFLET IN CONJUNCTION WITH HOST AUTHORITY FUNDING PROCESS**

- 1 My child is 3 years old, when can I have a funded nursery place from for my child?**  
**When a funded place has been approved by your resident/host local authority, funding will be granted in the Partner Nursery from the term following the child's third birthday.**
- 2 Do I have to apply for a funded place or does the Partner Nursery apply on my behalf?**  
**Application has to be made to the host authority by the parent/carer or nursery in accordance with the host authority application process and closing date. Please contact your host authority for confirmation of application closing date and funding process for next nursery session.**
- 3 What is the application process for Cross Boundary funded places?**  
**Application process information can be obtained from your chosen Partner Nursery, Host authority Early Learning and Childcare Service direct or website.**  
**Please note: Closing dates and process for Cross Boundary Applications for the following session differ across authorities.**
- 4 Are Applications for Cross Boundary funded places only considered once per year?**  
**Should your child be placed in a Partner Nursery during the school session and another funded child within the same resident authority has left / reduced their funding then the nursery may allocate a funded place to you (host authority process applies).**
- 5 If I am unsuccessful in being granted Cross Boundary Funding can I make a second application during the same year?**  
**One application per child will be considered in any nursery session. The host authority Partner Nursery and Early Learning and Childcare Service will retain your application to be considered at the next Inter Authority Cross Boundary Funding Admissions Meeting in May of each year. However should a parent/carer contact another partner provider and a Cross Boundary funded place (within the same resident authority) then a child can be placed.**
- 6 Why as a Cross Boundary parent/carer do I receive funding from the term following my child's third birthday when resident authority children receive funding from a different date?**  
**Scottish Government requested Scottish Local Authorities have a reciprocal arrangement in funding Cross Boundary Children and funding date "Term following third birthday" is as per Scottish Government legislation: Children and Young People (Scotland) Act 2014.**
- 7 What are my options if I am not granted a funded place out with my resident authority so that I can get a funded place for my child?**  
**An Application should be placed in your resident authority in the nursery of your choice and you will be considered for a funded place in accordance with your resident Local Authority Admissions Policy.**
- 8 My child has attended a private nursery since he was 1 year old. The nursery is out with the local authority area where I live. He will turn 3 years in March: will I be entitled to a funded place from the following session commencing August? How do I access funding?**  
**Any application for Cross Boundary funding has to be submitted before the Host Authority Application closing date and will be considered at the Inter- Authority Cross Boundary Admission Panel Meeting in May of each year. The flow chart on the previous page explains the process.**

- 9 If there is a ballot for places across authority, when will the ballot take place, and when will I be informed of the decision?  
**If appropriate, the ballot will take place in May at the Inter Authority Cross Boundary Admission Meeting and you will be informed of the decision by end of June.**
- 10 If I am successful in applying for a cross boundary Nursery place - when will my child start nursery?  
**A child can start in a Partner provider nursery when the parent/carer wishes if a place is available. However the parent/carer will be required to pay partner provider charging rates until Cross Boundary funding is granted. When granted Cross Boundary funding will commence the term after a child's 3rd birthday.**
- 11 If I am a resident in an authority that is not part of the Inter-Authority Cross Boundary Funding Protocol and want to place my child out with authority how do I get funding?  
**Please contact your host authority who will contact your resident authority and request funding on your behalf. Please note: funding is not guaranteed.**
- 12 If I have already been granted Cross Boundary Funding in an out with authority Partner Nursery and I move my child to another out with authority Partner Nursery will my cross boundary funding transfer with my child.  
**No, funding is not guaranteed. If another funded child within the same resident authority has left/reduced their funded place within the Partner Nursery you have moved your child to then the nursery may allocate a funded place to you.**
- 14 If my child is placed in a resident local authority partner provider nursery, I already receive a funded place for my child and I move my child to an out with authority partner provider nursery, can I still get funding in the out with authority nursery during the same school session.  
**Answer as per Question 13 above.**
- 15 If I already have a part time funded place weekly in an out with authority partner provider nursery and I want to increase my child's placement to 16 funded hours weekly will I automatically receive increased funding?

## LOCAL AUTHORITY CONTACT DETAILS:

<b>ARGYLL &amp; BUTE COUNCIL</b>	Community Services: Early Years, Argyll House, 91 Alexandra Parade, Dunoon, PA23 8AJ. Tel: 01369 708503
<b>EAST AYRSHIRE COUNCIL</b>	Economy and Skills, Education Service, Council Headquarters, London Road, KILMARNOCK, KA3 7BU. Tel: 01563 576004
<b>EAST DUMBARTONSHIRE COUNCIL</b>	Education Service, Early Years, The Marina, Suite F4, Strathkelvin Place, Kirkintilloch, G66 1XT Tel : 0300 123 4510 extension:8707 Email: <a href="mailto:earlyyears@eastdunbarton.gov.uk">earlyyears@eastdunbarton.gov.uk</a>
<b>EAST RENFREWSHIRE COUNCIL</b>	ELC Administration Team, 211 Main Street, BARRHEAD G78 1SY. Tel: 0141 577 3288 Email: <a href="mailto:earlylearningandchildcare@eastrenfrewshire.gov.uk">earlylearningandchildcare@eastrenfrewshire.gov.uk</a>
<b>GLASGOW CITY COUNCIL</b>	Early Learning and Childcare Services, City Chambers East Building, 40 John Street, GLASGOW, G1 1JL. Tel: 0141 287 4887 Email: <a href="mailto:educationelc@glasgow.gov.uk">educationelc@glasgow.gov.uk</a>
<b>INVERCLYDE COUNCIL</b>	Education Services, Wallace Place, GREENOCK, PA15 1JB, Tel 01475 717171 Email: <a href="mailto:admin.educationhq@inverclyde.gov.uk">admin.educationhq@inverclyde.gov.uk</a>
<b>NORTH AYRSHIRE COUNCIL</b>	Education and Skills, Cunninghame House, IRVINE, KA12 8EE. Tel: 01294 324459 Email: <a href="mailto:frodman@north-ayrshire.gov.uk">frodman@north-ayrshire.gov.uk</a>
<b>NORTH LANARKSHIRE COUNCIL</b>	Education, Youth & Communities, Intervention & Inclusion, Municipal Building, Kildonan Street, Coatbridge, ML5 3BT. Tel: 01236 812281 Email: <a href="mailto:llsearlyyears@northlan.gov.uk">llsearlyyears@northlan.gov.uk</a>

**RENFREWSHIRE COUNCIL**

Children's Services, Renfrewshire  
House, Cotton Street, PAISLEY, PA1  
1TZ  
Tel: 0300 300 0170.

**SOUTH AYRSHIRE COUNCIL**

Early Years Team, County Buildings,  
Wellington Square, Ayr, SOUTH  
AYRSHIRE, KA7 1DR,  
Tel: 01292 612602  
Email:  
[Learning.RaisingStandards@south-ayrshire.gov.uk](mailto:Learning.RaisingStandards@south-ayrshire.gov.uk)

**SOUTH LANARKSHIRE COUNCIL**

Education Resources, Almada Street,  
HAMILTON, ML3 0AE  
Tel: 0303 123 1023  
Email:  
[earlyyears@southlanarkshire.gov.uk](mailto:earlyyears@southlanarkshire.gov.uk)

**WEST DUMBARTONSHIRE COUNCIL**

Central Admin Support Team  
Education, Learning & Attainment,  
Second Floor, West Dunbartonshire  
Council, 16 Church Street, Dumbarton,  
G82 1QL  
Tel: 01389 737318  
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