**Education Customer Support Team (Pupil Placement)**
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West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Review Date: November 2026
Review Due: November 2027

# Early Learning & Childcare (ELC) (3 and 4-year old) Provision Admission – Guidance Notes

This document contains information about ELC (3 and 4-year old) provision establishments that are run by or are in partnership with West Lothian Council**.**

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هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：01506 280000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤ੍ਰਹੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 280000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
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Informacje te moga byc przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem 01506 280000

Information is available in Braille, tape, large print and community languages. Please contact the interpretation and translation service on **01506 280000**.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **01506 591652**. A loop system is also available in all offices. Published by West Lothian Council.

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# ELC (3 and 4-year olds) provision – Eligibility Dates

Your child's date of birth determines when they become eligible for early learning & childcare, those children who have their 3rd birthday between:

- **01 March and the 31 August** - become eligible from the start of term in the August of the year they turn 3
- **01 September and the 31 December** - become eligible from the start of term in the January after they turn 3
- **01 January and the 28/29 February** – become eligible from the start of term in in the April of the year they turn 3

Ante Pre-school year (3-year olds) refers to the academic year your child becomes eligible to start in early learning & childcare for 3 and 4-year olds.

Pre-school Year (4-year olds) refers to the academic year before your child is eligible to start in primary 1.

Please look at the tables below for the academic year, then find your child's date of birth in the left column and the adjacent right column will show whether they are an Ante Pre-school or Pre-school child for that academic year and will state when they became/will become eligible.

### Academic Year August 2026 to August 2027

| If your child's date of birth is on or between | They will be eligible for an ELC (3 and 4 year old) place from |
|---|---|
| 01 March 2022 – 28 February 2023 | Pre-school Year from August 2026 (Autumn Term) |
| 01 March 2023 – 31 August 2023 | Ante Pre-school Year from August 2026 (Autumn Term) |
| 01 September 2023 – 31 December 2023 | Ante Pre-school Year from January 2027 (Spring Term) |
| 01 January 2024 – 28 February 2024 | Ante Pre-school from April 2027 (the Summer term) |

### Academic Year August 2027 to August 2028

| If your child's date of birth is on or between | They will be eligible for an ELC (3 and 4-year old) place from |
|---|---|
| 01 March 2023 – 29 February 2024 | Pre-school Year from August 2027 (Autumn Term) |
| 01 March 2024 – 31 August 2024 | Ante Pre-school Year from August 2027 (Autumn Term) |
| 01 September 2024 – 31 December 2024 | Ante Pre-school Year from January 2028 (Spring Term) |
| 01 January 2025 – 28 February 2025 | Ante Pre-school from April 2028 (the Summer term) |

### Academic Year August 2028 to August 2029

| If your child's date of birth is on or between | They will be eligible for an ELC (3 and 4 year old) place from |
|---|---|
| 01 March 2024 – 28 February 2025 | Pre-school Year from August 2028 (Autumn Term) |
| 01 March 2025 – 31 August 2025 | Ante Pre-school Year from August 2028 (Autumn Term) |
| 01 September 2025 – 31 December 2025 | Ante Pre-school Year from January 2029 (Spring Term) |
| 01 January 2026 – 28 February 2026 | Ante Pre-school from April 2029 (the Summer term) |

# ELC (3 and 4 year olds) provision – Transport

Transport to early learning & childcare establishments is not provided, with the exception of a limited escorted service provided from Breich to Parkhead Primary School Nursery Class for the afternoon session only.

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# ELC (3 and 4-year olds) provision – Flexibility & Choice

West Lothian Council ELC provision (for 3 and 4-year olds) operates from either a nursery school, early years centre, primary school or nursery class within another building. The type of establishment is reflected in the table below with the initials NS, EYC, PS or NC respectively. The initials RC indicate that the Primary School is denominational (Roman Catholic), however all ELC provision is non-denominational, even if housed in a denominational building.

West Lothian Council provides free, high quality ELC provision for up to 1140 hours. The days and times of each different 'ELC place' are detailed below :

- Mornings **(AM)** – Monday to Thursday 07:47-12:30 & Friday 08:00-11:57
- Afternoons **(PM) -** Monday to Thursday 12:30-18:14
- Two Full Days **(2FD)** – Any 2 days allocated between Monday to Thursday from 08:00-18:00
  [2FD allocations include a short session 3h20m in length which will be on a day not allocated full days in either a Friday AM 08:00-11:20 or Monday to Thursday PM 12:45-16:05.]
- Four Full Days **(4FD)** – Monday to Thursday (please see individual nursery times in Appendix 1)
  [4FD - A small number of ELC settings are term time only – see appendix 1 to see which establishments these are, they state 38 in the wks column. These establishments follow the primary school holiday calendar and are closed to ELC children on in-service days.]
- Alternatively, children may receive 'funding to attend' a Private Nursery or Childminder over a minimum of 38 weeks, with any one session not exceeding 10 hours and a maximum of 30 hours being funded in any one week.

All these formats provide up to 1140 hours if attended for the full year from August to August(August to June for 38wk)

Please refer to **Appendix 1** for individual council establishment contact details and provision type times:

**Appendix 1 - ELC (3 and 4 Year Olds) Establishment List**

| Name | Address | Phone | Wks | AM | PM | **2FD** – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions. | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | **FD** | **& Either AM or PM below** | |
| | | | | | | | **Short AM** | **Short PM** |
| Addiewell PS | Church Street, Addiewell, EH55 8PG | 01501 762794 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Monday to Thursday 08:00-15:30<br>Please Note : From August 2027 – only 38wk attendance will be available, there will not be a 50wk option | | | | |
| Armadale PS | Academy Street, Armadale, EH48 3JD | 01501 730282 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Bankton PS | Kenilworth Rise, Dedridge, Livingston, EH54 6JL | 01506 413001 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Bathgate EYC | Whitburn Road, Bathgate, EH48 2RD | 01506 776234 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Bellsquarry PS | 52 Calder Road, Bellsquarry, EH54 9AD | 01506 410777 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |

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## Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd

| Name | Address | Phone | Wks | AM | PM | **2FD** – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions. | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | **FD** | **& Either AM or PM below** | |
| | | | | | | | **Short AM** | **Short PM** |
| Blackridge PS | Main Street, Blackridge, EH48 3RJ | 01501 751223 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Monday to Thursday 08:30-16:00<br>Please Note : From August 2027 – only 38wk attendance will be available, there will not be a 50wk option | | | | |
| Boghall PS | Elizabeth Drive, Bathgate, EH48 1JB | 01506 283222 | 38 | Monday to Thursday 08:00-15:30 | | | | |
| Bonnytoun NS | 141 Springfield Road, Linlithgow, EH49 7SN | 01506 847454 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Bridgend PS | Auldhill Road, Bridgend, EH49 6NZ | 01506 834204 | 38 | Monday to Thursday 08:30-16:00 | | | | |
| Broxburn PS | School Lane, Off West Main Street, Broxburn, EH52 5RH | 01506 852018 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Calderwood PS | Nethershiel Road, East Calder, EH53 0GU | 01506 280060 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Carmondean PS | Knightsridge Road West, Livingston, EH54 8PX | 01506 432492 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Croftmalloch PS | Via Raeburn Crescent, Whitburn, EH47 8HQ | 01501 740506 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Deans PS | Deans South, Deans, Livingston, EH54 8DB | 01506 411208 | 38 | Monday to Thursday 08:00-15:30 | | | | |
| Dechmont Infant School | Dechmont, EH52 6L J | | | In session 2026/2027 closed, option on form to keep track of demand. Decision will be made in March 27 on whether will re-open in session 27/28 | | | | |
| East Calder PS | 9 Langton Road, East Calder, EH53 0BL | 01506 880810 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Eastertoun PS | Manse Avenue, Armadale, EH48 3HS | 01501 732299 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Eliburn NC (Livingston Family Centre) | Jackson Place, Eliburn, Livingston, EH54 6NW | 01506 537000 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Falla Hill PS | Harthill Road, Fauldhouse, EH47 9HS | 01501 770210 | 38 | Monday to Thursday 08:00-15:30 | | | | |
| Glenvue NS | Dedridge East, Livingston, EH54 6JQ | 01506 412333 | 38 | Monday to Thursday 08:00-15:30 | | | | |

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## Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd

| Name | Address | Phone | Wks | AM | PM | **2FD** – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions. | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | **FD** | **& Either AM or PM below** | |
| | | | | | | | **Short AM** | **Short PM** |
| Greenrigg PS | Polkemmet Road, Greenrigg, Harthill, ML7 5RF | 01501 751334 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Please note : From August 2027 a 38wk option will be introduced and there will not be a 50wk option | | | | |
| Holy Family RC PS | Linlithgow Road, Winchburgh, EH52 6FY | 01506 280390 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Hopefield NC (Blackburn PS) | Riddochhill Road, Blackburn, EH47 7HB | 01506 653481 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Howden St Andrew's RC PS | Kingsport Ave, Howden, Livingston, EH54 6BA | 01506 433114 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Inveralmond EYC | Willowbank, Ladywell, Livingston, EH54 6HN | 01506 537000 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Monday to Thursday 08:30-16:00 will only continue into next school year if sufficient demand | | | | |
| Kirkhill NS | Rashierigg, Broxburn, EH52 6AW | 01506 853821 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Please note : From August 2027 a 38wk option will be introduced and there will not be a 50wk option | | | | |
| Kirknewton PS | 21 Station Road, Kirknewton, EH27 8BJ | 01506 881461 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Knightsridge EYC | Cameron Way, Knightsridge, Livingston, EH54 8HE | 01506 444970 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Letham PS | Forth Drive, Craigshill, Livingston, EH54 5LZ | 01506 432012 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Linlithgow PS | Preston Road, Linlithgow, EH49 6HB | 01506 8426868 45346 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Livingston Village PS | Kirkton Road North, Livingston Village, EH54 7EQ | 01506 429620 | 38 | Monday to Thursday 08:00-15:30 | | | | |
| Longridge PS | School Road, Longridge, EH47 8AG | 01501 770208 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Monday to Thursday 08:15-15:45 | | | | |

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## Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd

| Name | Address | Phone | Wks | AM | PM | 2FD – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions. | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | FD | & Either AM or PM below | |
| | | | | | | | Short AM | Short PM |
| Mid Calder PS | Mid Calder, EH53 0RR | 01506 882092 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Please note : From August 2027 a 38wk option will be introduced and there will not be a 50wk option | | | | |
| Murrayfield PS | Catherine Terrace, Blackburn, EH47 7DX | 01506 653400 | 38 | Monday to Thursday 08:15-15:45 | | | | |
| Parkhead PS [See note 1] | Harburn Road, West Calder, EH55 8AH | 01506 871404 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Polbeth NS | 10 Polbeth Road, Polbeth, West Calder, EH55 8AH | 01506 872511 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Polkemmet PS | The Avenue, Whitburn, EH47 0BX | 01501 740319 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Pumpherston & Uphall Station CPS | 37 Drumshoreland Road, Pumpherston, EH53 0LF | 01506 280997 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Seafield PS | Cousland Terrace, Seafield (By Bathgate), EH47 7BL | 01506 652916 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Simpson PS | Leyland Road, Wester Inch, Bathgate, EH48 2SG | 01506 656371 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Southdale PS | Southdale Way, Armadale, EH48 3PR | 01506 284300 | 38 | Monday to Thursday 08:00-15:30. | | | | |
| St Columba's RC PS | Philip Avenue, Boghall, Bathgate, EH48 1NQ | 01506 653822 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| St Mary's Bathgate RC PS | Whitburn Road, Bathgate, EH48 2RD | 01506 652511 | 38 | Monday to Thursday 08:30-16:00 | | | | |
| St Nicholas' RC PS | 189B West Main Street, Broxburn, EH52 5LH | 01506 858907 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| St Ninian's RC PS | Douglas Rise, Dedridge, Livingston, EH54 6JR | 01506 414612 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| St Paul's RC PS | 32 Templar Road, East Calder, EH53 0FU | 01506 881665 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |

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| Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'dAppendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Name** | **Address** | **Phone** | **Wks** | **AM** | **PM** | **2FD** – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions. | | |
| | | | | | | **FD** | **& Either AM or PM below** | |
| | | | | | | | **Short AM** | **Short PM** |
| Stoneyburn PS | 2 Main Street, Stoneyburn, EH47 8BA | 01501 762253 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Toronto PS | Toronto Avenue, Howden, Livingston, EH54 6BN | 01506 431461 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Torphichen PS | The Loan, Torphichen, EH48 4NF | 01506 652246 | 38 | Monday to Thursday 08:30-16:00 | | | | |
| Uphall PS | 25 Crossgreen Drive, Uphall, EH52 6DS | 01506 852516 | 38 | Monday to Thursday 08:00-15:30. | | | | |
| Westfield PS | Lomond View, Westfield, EH48 3DE | 01506 634019 | 38 | Monday to Thursday 08:30-16:00 | | | | |
| Whitdale EYC | 55a Whitedalehead Road, Whitburn, EH47 8JU | 01501 744388 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| | | | 38 | Monday to Thursday 08:00-15:30 will only continue into next school year if sufficient demand | | | | |
| Williamston PS | Bankton Lane, Murieston, Livingston, EH54 9DQ | 01506 415311 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Winchburgh PS | Glendevon Park, Winchburgh, EH52 6UE | 01506 890202 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Windyknowe PS | Windyknowe Crescent, Bathgate, EH48 2BT | 01506 652083 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |
| Woodlands NS | Harburn Avenue, Deans, Livingston, EH54 8NQ | 01506 412560 | 50 | Mo-Th 07:47- 12:30 & Fr 08:00 -11.57 | Mo-Th 12:30-18:14 | 08:00-18:00 | 08:00 – 11.20 | 12:45-16:05 |

[Note 1: Nominated establishment (with transport) for applications from parents in Breich for PM session]

| Appendix 2 – Funded Providers in partnership with West Lothian Council (Parents are required to submit an application to request the funding & to contact partners directly to check about availability of a place) | | | | |
|---|---|---|---|---|
| **Name** | **Phone** | **Address** | **e-mail** | **Opening Times** |
| ABC Tots Nursery | 01501 732444 | 64 West Main Street, Armadale, EH48 3QA | info@abctots.co.uk | 07:15 –18:15 |
| Angela Elizabeth Nursery | 0131 333 1949 | Bonnington Road, Wilkieston EH27 8BD | enquiries@angelaelizabethnursery.co.uk | 07:30 –18:00 |
| Big Bird Nursery | 01501 744550 | 12 Manse Road, Whitburn, EH47 0DH | bigbirdnursery@aol.com | 07:00 –18:00 |
| Bright Horizons Family Solutions Ltd | 01506 536991 | 3 Bankton Square, Livingston, EH54 9EY | livingston@brighthorizons.com | 07:30-18:00 |
| Busy Bees Livingston Village | 01506 460785 | 1A Quarrywood Court, Livingston EH54 6AX | livingstonvillage@busybees.com | 07:30-18:00 |

| | | | | |
|---|---|---|---|---|
| Early Steps Nursery | 01506 636394 | Pyramids Business Park, Bathgate, EH48 2EH | info@earlystepsnursey.co.uk | 07:30-18:00 |
| First Adventures Nursery | 01506 844344 | 53 High Street, Linlithgow, EH49 7ED | info@firstadventures.co.uk | 08:00 –18:00 |
| First Class Nursery | 01506 411112 | 2 Kirk Lane, Livingston Village, EH54 7AY | firstclassnursery@hotmail.co.uk | 07:30 –18:00 |
| Fun Little Education | 07729969989 | Beech House, Quarrywood Court, Livingston, EH54 6AX | office@funlittleeducationnursery.com | 08:00-18:00 |
| Jigsaw Childcare | 01506 901453 | 69-71 GoshenPlace, Broxburn, Eh52 5JJ | broxburn@jigsaw-childcare.com | 07:30-18:00 |
| Little Bugs Abercorn | 01383 279380 | Abercorn Rd, Hopetoun Estate, South Queensferry EH30 9SL | info@littlebugs.co.uk | 08:00-18:00 |
| Little Flyers (Broxburn) Nursery | 01506 854066 | 88 West Main Street, Broxburn EH52 5LQ | broxburn@littleflyerschildcare.org.uk | 07:30 –18:00 |
| Little Flyers (Livingston) Nursery | 01506 432578 | 1 Cedric Rise, Livingston EH54 6JR | Livingston@littleflyerschildcare.org.uk | 07:30 –18:00 |
| Little Flyers (West Calder) Nursery | 01506 873731 | 5 Glebe Road, West Calder EH55 8DF | westcalder@littleflyerschildcare.org.uk | 07:30 -18:00 |
| Oakwell Children's Nursery | 01506 847988 | 5 Pardovan Holdings, Linlithgow EH49 6QZ | info@oakwellnursery.co.uk | 07:30 –18:00 |
| Polkemmet Daycare | 01501 228490 | Laird's Lodge, Polkemmet Country Park, Whitburn EH47 0AD | polkemmetdaycare@mail.com | 07:00-18:00 |
| Rainbow Nursery | 01506 633348 | 66 Hopetoun Street, Bathgate, EH48 4PD | info@myrainbownursery.co.uk | 07:00 –18:00 |
| Riverside Cottage Nursery | 01506 650583 | 9 Riverside Lea, Blackburn EH47 7EL | riversidecottage@icloud.com | 07:30 –18:00 |
| Sheephouse Nursery | 01501 770235 | 2-6 Sheephousehill, Fauldhouse, EH47 9DY | hello@sheephousenursery.co.uk | 07:00 –18:00 |
| The Grange Early Years | 01501 413500 | 1 Beveridge Square, Livingston, EH54 6QF | info@abcprivatenursery.co.uk | 07:15 -18:15 |
| The Kidz Stop Nursery | 01506 239295 | 17-19 Main Street, Linlithgow, EH49 7PW | enquiries@thekidzstop.co.uk | 08:00 –18:00 |
| The Nurture Nursery | 07421 732552 | 94 Mid Street, Bathgate EH48 1QF | nurturenurserybathgate@gmail.com | 07:00 –18:00 |
| Tiptoes Nursery Winchburgh Ltd | 01506 891395 | 25 Millcraig Mew, Winchburgh, EH52 6WG | winchburgh@tiptoesnursery.com | 07:30-18:00 |
| Wee Gems (Armadale) Nursery | 01501 747130 | 2 Southdale Avenue, Armadale, EH48 3AA | Armadale@weegems.com | 07:00 –18:30 |
| Wee Gems (Broxburn) Nursery | 01506 857325 | 6 Dunnet Way, Broxburn, EH52 5NN | broxburn@weegems.com | 07:00-18:30 |
| Wee Gems (Livingston) Nursery | 01506 437437 | 2 Carmondean Centre South Road, Livingston, EH54 8PT | livingston@weegems.com | 07:00 –18:15 |
| Wonder Woods Woodland Nursery | 01506 856444 | Tor Whitie, Harburn, EH55 8RF | admin@simplyplay.org | 08:00 –18:00 |

**Appendix 2a – Funded Playgroups in partnership with West Lothian Council (Opening hours may not provide 1140hrs) (Parents are required to submit an application to request the funding & to contact partners directly to check about availability of a place)**

| Name | Phone | Address | e-mail | Opening Times |
|---|---|---|---|---|
| Armadale CPG | 07951377199 | Armadale Partnership Centre, 7 North Street, Armadale, EH48 3QB | armadale@communityplaygroups.org | Ask provider |
| Bathgate CPG | 07985 645871 | Bathgate Partnership Centre, 21-55 South Bridge Street, Bathgate EH48 1TL | bathgate@communityplaygroups.org | Ask provider |

| | | | | |
|---|---|---|---|---|
| Crofthead hickory house CPG | 07904623123 | Crofthead Community Centre, Crofthead Farm, Templar Rise, Livingston, EH54 6DG | crofthead@communityplaygroups.org | Ask provider |
| Fauldhouse CPG | 07985645791 | Fauldhouse partnership Centre, Main Street, Fauldhouse, EH47 9JD | fauldhouse@communityplaygroups.org | Ask provider |
| First Steps Playgroup** | 01506 379231 | Jackson Place, Eliburn, Livingston, EH54 6NW | Firststeps92@outlook.com | Ask provider |
| Uphall CPG | 01506 854451 | Uphall Community Centre, Strathbrock Place, Uphall, EH52 6BN | Uphall@communityplaygroups.org | Ask provider |

**Note - for children with additional needs only, please only complete an application for funding if you already have been referred and allocated a place at this playgroup, please contact the playgroup directly to find out about and follow their referral process.

**Appendix 3 – Childminders** (For childminders in partnership with West Lothian Council and your area please contact ) **(Parents are required to submit an application to request the funding & to contact childminder directly to check about availability of a place)**

Wendy Smith, Childminding Development Offer – West Lothian, Falkirk & North Lanarkshire (ELC)
Scottish Childminding Association, Argyle Court, Castle Business Park, Stirling, FK9 4YT.
Telephone : 07502 517799 E-mail : Wendy.Smith@childminding.org

(A childminder cannot receive funding for attendance of a child who is a relative)

**Applications for Private Nurseries and Childminders**

Private nurseries and Childminders must meet the new national standard set by the Scottish Government before they can be considered to become a funded provider for a child to attend with funding provided by the Council.

The Council would consider an application to fund a place with a funded provider, but the actual attendance pattern would be agreed between the parent/carer and the funded provider. Parents therefore should contact the funded provider to check availability if they are applying for funding to attend at that funded provider.

West Lothian Council

## Useful Contacts

**The Scottish Government** :

Address - St Andrew's House, Regent Road, Edinburgh, EH1 3DG :
Website – www.gov.scot :
E-mail ceu@gov.scot :
Telephone 0300 244 4000

**Education Scotland** :

Address – Denholm house, Almondvale Business Park, Almondvale Way, Livingston, EH54 6GA :
Website - https://education.gov.scot/parentzone :
E-mail - Enquiries@educationscotland.gov.scot :
Telephone – 0131 244 4330

**Parent Club** :

Website - http://www.parentclub.scot/ :
E-Mail – parentclub@gov.scot

**Early Years Scotland** :

Address – 23 Granville Street, Glasgow, G3 7EE
Website - https://earlyyearsscotland.org/ :
E-mail – info@earlyyearsscotland.org
Telephone – 0141 221 4148

### West Lothian Council (WLC) :

Address - West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF :
Website – www.westlothian.gov.uk :
Telephone : 01506 280000 :

Education Section of website - https://www.westlothian.gov.uk/education has links to information and on-lines forms for :

**WLC Pupil Placement** : E-mail – pupilplacement@westlothian.gov.uk
**WLC Additional Support Needs** : E-mail – ASNManager@westlothian.gov.uk
**WLC School Transport** : E-mail – Publictransport@westlothian.gov.uk

West Lothian Council

## Privacy Notice – Early Learning & Childcare Application

West Lothian Council collects and uses personal information about staff, pupils, parents or carers and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that West Lothian Council complies with its statutory obligations.

**Who is collecting this information?**
The request for this information is by West Lothian Council, Education Services – Planning and Information Unit.

**How will we use the information?**
The information collected in this form will allow us to forward plan educational provision and/or to allocate an educational place to your child in West Lothian in terms of our legal duty.

**How will we store this information?**
The information will be stored in a secure database.

**Who will we share it with?**
The information you provide will be used in the planning and provision of an early learning and childcare placement. Information will be shared with the relevant educational establishment at the point when a place has been allocated.

In order to carry out our legal duty under the Education (Scotland) Act 1980 to provide an appropriate education for all children and also to protect the health and welfare of young people under the Children (Scotland) Act 1995, we share pupil information with Education staff in West Lothian as well as with relevant services when required which may include: -

- The National Health Service, such as Health Visitors or School Nurses, to help support health and development programmes.
- Police Scotland, in the case of any safeguarding requirements.

**How long will we keep it for?**
The information will be kept, under Data Protection law, while your child is in Nursery and for an additional 7 academic years.

**Your Rights**
**How you can see the information we hold?**
You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

**How to make changes to your information**
It is important the information we hold is correct, if you need to make any changes, please e-mail PupilPlacement@WestLothian.gov.uk or fill in the on-line form at https://www.westlothian.gov.uk/ADDINFOPUPILPLACEMENT or phone 01506 280000 and ask for Pupil Placement.

**Who to contact if you need to make a complaint**
If you wish to complain about the way your information is held or processed, you can do so by e-mailing EducationCustomer.Services@WestLothian.gov.uk or phoning 01506 280000 and asking for Education Customer Services.
You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office

West Lothian Council

# Frequently Asked Questions (FAQ's)

- **What is ELC?**

Early Learning & Childcare (Nursery & Childminder) for 3 and 4-Year olds (may be shortened to ELC), is the term now used for pre-school or nursery provision.

West Lothian Council provide high quality ELC provision at establishments throughout West Lothian, please see Appendix 1 Pages 3-8 for more details.

Partner Providers – This is Private Nurseries or Childminders who have applied and been approved as meeting the new national standard and are awarded a partnership contract with West Lothian Council to provide ELC, please see Appendix 2 and 3, page 8 & 9 for more details.

- **Can parents have a say in what ELC provision looks like?**

West Lothian Council carefully consider parents' feedback from consultation surveys issued every two years, whilst considering the capacity within its settings, the demand from applications and the requirement to provide reasonable flexibility and choice when working out how it will deliver ELC provision.

- **When is my child eligible?**

The Scottish Government lays out the statutory entitlement of when a child becomes eligible for ELC as a 3-year-old. There has been no change to when a child becomes eligible through the increase of hours from 600 to 1140. West Lothian Council deliver the requirements of this in their ELC provision, and if you go to page 2 of this document it goes into detail of when particular date of birth ranges becomes eligible as a 3-year-old.

- **When do I apply?**

Applications are accepted from a child's 2nd birthday, although they will not be eligible to start an allocated place until the intake (August/January/April) after their 3rd birthday, as above please see page 2. To be included in initial decisions for an intake, applications should be submitted by the 15 March for the following August and January intakes and the 15 November for the following April Intake.

- **Who considers my application?**

Applications for ELC places or funding to attend a partner provider will be considered by the School Placement Panel and the Education Customer Support team.

- **What do you mean by ELC year?**

To increase ELC hours from 600 to 1140, West Lothian Council have increased the number of weeks their Nurseries/ELC establishments are open. The ELC year now runs from the 1st day of term in August for a primary school and ends the last Friday of the summer holidays for a primary school.
Children offered a 50 week option attend on days and session times allocated within the ELC year when ELC's are open.
Children offered a 38 week option attend on days and session times allocated within the ELC year when ELC's are open, but do not attend on primary school holiday dates or In-service days.
Please see Appendix 1 for days and session times for each format option at individual nurseries and go to the website https://www.westlothian.gov.uk/article/64844/Early-Learning-and-Childcare-Terms-and-Holidays for more detail on dates a child should attend.

- **Why do some ELC establishments open 50 weeks while others are term time?**

West Lothian Council do not have the physical space to provide enough places in all establishments if ELC places are provided as Monday to Thursday 08:00-15:30/08:15-15:45/08:30-16:00 or Monday to Friday with times equivalent to a primary school. Therefore the 38 week format is currently only available at establishments where physical space and lower demand allows this to be implemented. All other establishments offer morning, afternoon or 2FD places and are open 50 weeks so that children receive their full entitlement. If you go to https://www.westlothian.gov.uk/article/64844/Early-Learning-and-Childcare-Terms-and-Holidays for dates ELC establishments running the 50 week model are open.

- **What do you mean by an ELC place?**

West Lothian Council offers a full 'ELC place' to each eligible child whose parent/carer applies. Several attendance patterns are offered : 1. morning place (AM), 2. afternoon place (PM), 3. 2 Full Day place (2FD), 4. 4 Full Day place (4FD) [38 week establishments only) or 5. 'funding to attend' a private partner or childminder place [we only agree the funding - the actual attendance (days/times) are agreed between the provider and the parent/carer] . Please see page 3 for each attendance patterns days and times.

The patterns of attendance in our establishments allow children to access their full annual entitlement to ELC. Children who become eligible or start after the start of the session will also automatically have access to the correct maximum 'pro-rata hours' they should receive. The full allocated days/times will be counted towards your child's entitlement whether your child attends or not.

The criteria for 'funding to attend' a private provider or childminder requires funded ELC provision to be delivered over a minimum of 38 weeks. Any one session cannot exceed 10 hours and a maximum of 30 hours can be funded in any one week. Any additional hours can be paid for by the parent/carer. These criteria also automatically ensures access to the correct maximum hours/pro-rata hours a child should receive even though attendance days and times are agreed between the provider and the parent/carer.

- **What options are available to apply for?**

Please see Appendix 1 (pages 3-8) for detail of which attendance patterns are available at each individual establishment.

**Short Session** – Each child allocated a 2FD place will be advised of the 2 days they have been allocated between Monday to Thursday from 08:00-18:00. They will also be allocated a short session, 3h20m in length, in either a Friday morning (08:00-11:20) or Monday to Thursday in the afternoon (12:45-16:05).

**Blended Option** - We offer a blended option for children allocated the 2FD provision which comes with one short session per week. The short session hours can instead be used towards attendance at a private partner, for a full year this equates to 140hours (pro rata if not full year). As attending 20 hours a week already at a West Lothian Council establishment these hours can only be utilised for up to 10 hours per week towards attendance at a partner provider and once reached 140hours funding will cease. Please note - the private nursery or childminder must be in partnership with WLC.

- **I want to drop my child off late/ pick them up early as this suits us better, can I do this?**

Yes - your child will be offered a 'place' to be in ELC, therefore they can attend for the full session times on the days allocated or you can drop off late or pick up earlier if you wish, as long as staff have been advised in advance. Most nurseries do have core times when activities are taking place and will ask you to avoid dropping off or picking up during those times. For more info contact your local nursery. The full allocated days/times will be counted as used whether your child attends or not.

- **What can I expect from a place in a Council nursery?**

In all Council nurseries children have the opportunity to play and learn indoors and outdoors including visits around the local area. Children develop curiosity, creativity and inquiry as they learn through play developing a wide range of skills in a safe and nurturing environment. Experiences are planned by fully trained staff in line with national early years guidance to meet the individual needs and interests of each child. Your child will develop knowledge and skills in art, music, construction, early language, numeracy and maths, science and technology, nature, health and imaginative play. Children can build friendships and develop independence, confidence and social skills supported by skilled staff. Staff will work with you to support your child's learning and development both at nursery and at home with a range of home play and learning projects, e.g. adventure ted, activities to take home and lending libraries. You will also have opportunities throughout the year to discuss your child's progress.

- **What can I expect from a partner provider (over a minimum of 38 weeks)?**

West Lothian Council assess private nurseries and childminders who apply to become ELC funded providers with West Lothian Council and award partnerships to those who meet the new national standard set by the Scottish Government.

Parents should contact the provider directly to confirm availability on required days and times and to determine the suitability of the provision at the funded provider for their child.

- **Will my child get a meal?**

All nursery children are entitled to a free healthy snack, milk and meal during the session they attend, meal choices will include a variety of hot and cold options following a three-week rota (similar to the provision for primary school age children).

Children attending funded providers should also be receiving a free breakfast, lunch or late afternoon meal (dependant on times of attendance) as this has been incorporated into the funding rate paid by the Council.

You should tell the nursery/funded provider about any special dietary requirements.

- **What if we go on holiday?**

As attendance at nursery is not mandatory a nursery child can have a holiday during term time. We will ask that parents inform the nursery in advance when they are going on holidays even if holidays are within a school holiday period. Please note that holiday hours are still deducted from your child's entitlement. A holiday period can match the primary school holidays, or be 'an individual day' or up to a block period of 4 weeks, staff will seek guidance from pupil placement for any request for a period longer than this.

- **Can I have part of the entitlement with one council nursery and the rest with another council nursery?**

No, to make sure that we can offer as many people as possible places in our council nurseries, we cannot accommodate 'split placements' between 2 council nurseries.

- **Can I use more hours some weeks than others at a funded provider?**

Yes, once we agree the 'funding for a placement' it is up to you to arrange the attendance times with the funded provider. Please note that one session cannot exceed 10 hours in any one day and you cannot exceed a maximum of 30 hours per week. A 'place' is pro rata for those who become eligible or are allocated mid academic year.

- **If my child goes to a private nursery or childminder for their funded Early Learning and Childcare, do I have to pay them first and get the money back?**

No, we will allocate the funding to the private nursery or childminder, and we will pay them directly for the hours your child is entitled to. You should not be charged for the funded hours, one meal (per session) or one daily snack.

- **What if my child has an additional support need?**

For the majority of children with additional support needs, their educational needs can be met within a mainstream setting. Where a child with support needs requires additional planning in order to fulfil their learning potential, all schools and ELCs work within the Staged Intervention framework to ensure that their needs are understood and supported effectively. Please discuss, in the first instance, with the staff of your preferred chosen nursery placement.

- **I live in West Lothian, can I apply for a place outside of West Lothian?**

We can only consider applications for council nurseries or funded providers located within the West Lothian Council area. If you wish a placement in a setting in another council area you should apply to apply to that council through their ELC admissions process (please note that this can vary) to be considered for a funded place. Non-West Lothian residents who would like to apply for an ELC place in a West Lothian setting should apply to West Lothian Council.

Further information in relation to early learning entitlement can be found on the Scottish Government's website – Parent Club - www.parentclub.scot