



ELC Registration Actions

January

- ☐ Remind parents of children with DOBs from 01/03/23 - 29/02/24 to apply during ELC registration week:
 - *eligible 2's changing settings must apply, eligible 2's staying at the same setting do not. Positive starts or childcare pilot children continuing at the same setting should.*
- ☐ Assist any parents who do not have internet access, or a way to upload their supporting documents, to complete the online ELC registration form between 19th-25th January 2026.
- ☐ Ensure NAMs is up to date with any pattern changes, or children leaving to another setting for their pre school year (Leavers to P1 will be marked centrally, you should not do this).
 - Eligible 2's staying at the same setting need another pattern in NAMs added - N4 without the two year old funding box ticked (with date 3 year old funding begins).

February

- ☐ ELC settings accept late applications direct from 26th January onwards, using the form found on the [Useful Documents](#) webpage (available 26th Jan onwards). *Remember the two supporting documents requirement!*
- ☐ All ELC placement changes advised by 31st January (ELC space allocation 3) should be updated in NAMs by 3rd February.
- ☐ Confirm receipt of registration week application data, sent typically by February holidays.
- ☐ Input full application data on to NAMs by deadline advised.
 - Early Years will provide data of any children who should be recorded as Category 1.
- ☐ Advise Early Years if you do not have space for all the applications you received.

March

- ☐ Advise Early Years asap if you receive a late application you do not have space for.
- ☐ Oversubscribed ELC settings should perform ballot process guided by Early Years.
- ☐ Confirm if you can place 2nd choice ELC applications (if receive requests via Early Years).
- ☐ 20th March resume accepting notice for changes to current ELC placements.
- ☐ Settings offering more than one ELC model to confirm model choices with Early Years.

May

NB: Early Years will centrally issue offer letters via email to each applicant by the end of May.

- ☐ Settings with a non term time model to provide 26-27 holiday dates to Early Years.

ELC Admission Procedures

The ELC admission procedure details:



- 1) How spaces are allocated (ELC Spaces Allocation – Appendix 1 [here](#))
- 2) The category new applications should be given in NAMs, which informs their priority if ELC setting is oversubscribed (New Application Admission Priorities – Appendix 2 [here](#))

Some key process points are:

- Only residents in Argyll & Bute can make an ELC application unless they require a cross boundary space.
- ELC applications cannot be completed without both a legible copy of child's birth certificate & proof of address letter (dated within the past 3 months). You can see requirements [here](#).

- Notice cannot be provided to change an ELC placement between 1st February – 19th March. Changes can still occur in these months where notice was given by 31st January. This is to simplify the process for new registrations. In extenuating circumstances, parents can request Early Years consider waiving the ban on notice being given (by providing child's name, DOB, detail of change wanted, and the reason it's required).
- Children who will be leaving for P1, cannot change settings in the last month of the ELC model (June for term time, July for year round), even if the appropriate notice was provided.
- 4 weeks notice applies only to change a **current** ELC placement. Whilst any changes are encouraged to be as far in advance as possible, there is no notice period for ELC placements that have not yet begun.



Key Webpages

- FAQs: [Early Learning and Childcare \(ELC\) - frequently asked questions | Argyll and Bute Council](#)
- Useful documents page: <https://www.argyll-bute.gov.uk/education-and-learning/early-learning-and-childcare/early-years-useful-documents>
- Information on registration process: [Registering your Child for Early Learning and Childcare | Argyll and Bute Council](#)



NAMS

- You can access the recording of the August 2025 NAMS Refresher Webinar here: [NAMS Training Refresher Webinar from August 2025](#)
- The current NAMS & ELC Admin Manual was emailed w/c 5th January 2026.