

Regulatory policy document

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Criteria for placement in Preschool and Educational care

Lokala föreskrifter

Taxor och avgifter

Kriterier

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Introduction

Placement in preschool and educational care is regulated in Chapter 8. (preschool) and Chapter 25 (educational care provided instead of preschool) of the Education Act (2010:800). These criteria, which are decided by the Board of Education, clarify how the municipality applies to the mentioned chapter in the Education Act.

Purpose

The purpose of this policy document is to clarify the Board of Education's management of placement in preschool and educational care. The criteria constitute the Board of Education's concretization of how the Education Act should be applied in Uppsala municipality. The criteria will ensure that the municipality provides an equivalent service.

Scope

These criteria apply to custodial parents who are applying for placement or have placement for their children in preschool and educational care through the municipality's admission.

The municipality's admission is common for all placements in preschool and educational care with a municipal principal, as well as for independent principals who receive municipal grants and have chosen to be included in the municipality's admission.

For information on how the process works and what is expected in connection with, for example, the application, change of placement or termination, see www.uppsala.se

Criteria for placement in preschool and educational care

The following criteria govern how the Education Act is to be applied in Uppsala municipality for custodial parents who are applying for a placement or have placement for their children in preschool or educational care.

1. Entitlement to preschool (Chapter 8, Sections 3-7, of the Education Act)

The section refers to both preschool and educational care. Pursuant to the paragraphs 1.1-1.6, preschool is used as a common concept for both activities.

- 1.1 Preschool is offered on non-holiday weekdays with the exception for Christmas Eve, New Year's Eve and Midsummer Eve. See also paragraph 4.2, about care during periods when preschool is not offered.
- 1.2 For children whose custodial parents work shifts or have irregular working hours, the custodial parents' level of employment determines the extent of time spent in the preschool, regardless of when the work is performed.
- 1.3 Children whose custodial parents are unemployed or on parental leave are entitled to a placement in preschool for 20 hours per week. The child can keep their current period of length of stay for up to one month after the start of unemployment or after the birth of the sibling.
- 1.4 Children whose custodial parents, in the event of unemployment or parental leave, work part of the week are entitled to a period of four hours' stay on the days the custodial parents are not working.
- 1.5 In the case of a custodial parent's leave due to pregnancy, the child can keep their current period of length of stay for up to one month before the expected birth.
- 1.6 The preschool can be closed for four days/school year to give the staff the opportunity for planning and continuing education. Reduction of the fee is not granted for these days. The principal must arrange temporary solutions for children in need of care during these days.

2. Application and offer of placement in preschool or educational care (Chapter 8, Section 5, 14 and Chapter 25, Section 2 of the Education Act)

- 2.1 Custodial parents can make up to nine choices in their application for preschool and educational care. There is no guarantee that the child will get a placement in any of these choices. If a placement cannot be offered based on the choices the custodial parents have made, the child is offered another preschool.
- 2.2 The application for a placement in preschool and educational care must be made at least three calendar months before the desired month of placement, but at the earliest when the child is one month old. If, for example, the desired placement date is in January, the application must have been submitted before the end of September. This is with the exception of placements starting in August where the processing time is four calendar months, i.e. the application must have been submitted before the end of March at the latest.
- 2.3 Custodial parents who are offered one of their choices can accept or decline the placement and remain in the queue for the higher priority choices in their application.
- 2.4 Custodial parents who have not been offered a placement at any of their choices but are offered a placement at another preschool or educational care in the municipality's joint admission, can accept or decline the placement and remain in the queue for all choices in their application.

3. Order of placement and selection for preschool and educational care (Chapter 8, Sections 13-15 and Chapter 25, Sections 2 of the Education Act)

3.1 Order of placement for preschool and educational care

- 3.1.1 In the first hand placed
 - Children registered in Uppsala municipality who, for physical, psychological or other reasons, need special support in their development in the form of preschool.
- 3.1.2 Secondly, in no particular order:
 - Children with secrecy marking or protected population register.
 - Children, registered in Uppsala municipality, to custodial parents in need of care during evenings, nights and weekends when preschool is not offered.
 - Children, registered in Uppsala municipality, to custodial parents who are applying for a placement in educational care.
- 3.1.3 Thirdly, other children registered in Uppsala municipality are placed.
- 3.1.4 Fourthly, children registered in other municipalities are placed on the prerequisite that there are placements to receive such children.

3.2 Selection in competition for preschool

If there are more applicants than available vacancies in a new placement or a change of placement to preschool, the following method of selection applies.

- 3.2.1 Custodial parent's choice based on
 - a. in the first hand sibling priority
 - b. and secondly relative proximity (see Appendix 1)
- 3.2.2 Custodial parents who are not given any of their choices, and whose children do not have a preschool placement, are competing for available vacant placements within the zone block based on
 - a. in the first hand sibling priority
 - b. and secondly relative proximity (see Appendix 1)
- 3.2.3 The custodial parents, whose children are not given a placement within the zone block, are offered a temporary placement at a spring preschool.
- 3.2.4 Applications that have been submitted later than three months before the desired month of placement (date of need). For placements in August, applications submitted later than four months before the desired month of placement apply.
- 3.2.5 Children who are registered in other municipalities provided that there are vacancies to accommodate such children.

3.3 Selection for preschool in the same relative proximity

If two children have the same relative proximity (see appendix 1), the following selection applies to preschool.

- 3.3.1 The child who has the shortest distance to the chosen preschool has the right to the placement.
- 3.3.2 In cases where the distance to the chosen preschool is the same, the child who has chosen the preschool as first choice is entitled to the placement as to the child who chose the preschool as a second or third choice and so on.
- 3.3.3 In cases where both children have chosen the same preschool, a lottery is performed.

3.4 Selection in competition for educational care

If there are more applicants than available vacancies in a new placement or a change of placement to educational care, the following method of selection applies.

- 3.4.1 Siblings of children who already have a place in educational care in the current family day-care home or multi-family solution.
- 3.4.2 Consideration is given to the composition of the group based on age.
- 3.4.3 Applications that have been submitted later than three months before the desired month of placement. For placements in August, applications submitted later than four months before the desired month of placement apply.
- 3.4.4 Children who are registered in other municipalities, provided that there are vacancies to accommodate such children.

3.5 Selection for care during the time when preschool is not offered

Refers only to the need of care on weekdays before 6:30 a.m. and/or after 6:30 p.m. and around the clock on weekends including Christmas Eve, New Year's Eve and Midsummer Eve. If there are more applicants than available places, the following selection applies.

- 3.5.1 Siblings of children who already have a place in the current preschool.
- 3.5.2 Queue time, calculated from the date of application.
- 3.5.3 Children who are registered in other municipalities, provided that there are vacancies to accommodate such children.

3.6 Change of preschool

- 3.6.1 If the application for a change can be granted, placement takes place through so-called direct placement. See the section definition.

**4. Care during times when preschool is not offered
(Chapter 8, Section 3 and Chapter 25, Section 5 of the
Education Act)**

- 4.1 Preschool providing evening, night and weekend care from 6.30 p.m. to 6.30 a.m. on weekdays and around the clock on weekends including Christmas Eve, New Year's Eve and Midsummer Eve. If the child is in need of care before 6:00 a.m. and/or after 10:00 p.m., an overnight stay takes place at the preschool.
- 4.2 A separate application is required from custodial parents for care during times when preschool is not offered.
- 4.3 In order to be ensured care during a time when preschool is not offered, an assessment is made based on the custodial parents' working hours, as well as the child's and the custodial parent's need for daily rest period and the family's situation in general.

5. Break, termination and suspension in preschool and educational care

5.1 Break in placement

- 5.1.1 A placement in preschool and educational care can be kept for up to three months in the event of a break. Fee is paid during the period of break.
- 5.1.2 Breaks of up to two months are notified to the preschool or the educational care.
- 5.1.3 Breaks of three months are notified in writing to the unit for admission and placement.

5.2 Termination of placement

- 5.2.1 Placement in preschool and educational care can be terminated at any time during the year.
- 5.2.2 The period of notice is two months from the date both custodial parents have confirmed the notice. Fee is paid during the period of notice.
- 5.2.3 Termination is not required when changing preschool, with the exception of several future placements where the first placement is not to begin.

5.3 Suspension from placement

- 5.3.1 In case of three unpaid monthly fees, the child's placement may be suspended with immediate effect. For the child to be entitled to a new placement at a preschool and educational care in Uppsala municipality, the custodial parent must have paid the debt or set up a payment plan.
- 5.3.2 Suspension may not take place for the part of the placement which includes the right to public preschool or for the part which includes the right to a placement based on the need for special support.

5.4 Cancellation of placement

- 5.4.1 Placement in preschool must begin within one month of the decided placement date. Otherwise, the placement is cancelled.
- 5.4.2 If a break from placement of more than two months is not notified in writing to the unit of admission and placement, the placement will be cancelled.

6. Fees in preschool and educational care (Chapter 8, Section 16 of the Education Act)

- 6.1 Fee is paid twelve months per year regardless of length of stay.
- 6.2 For children entitled to public preschool, the fee is reduced by 25% from September to May. Otherwise, full fee is paid (June, July, August).
- 6.3 In cases where custodial parents have different addresses, the invoice is sent to the custodial parent with whom the child is registered.

- 6.4 In cases where only one custodial parent is in need of the care, the invoice will be sent to this custodial parent regardless of the child's registered address.

Definitions and concepts

Definitions based on the provisions of the Education Act

Public preschool is a right for children starting in the autumn term of the year a child turns three. The child is entitled to at least 525 hours per year in preschool free of charge. The hours must be placed on school days during school term-time.

Preschool is a form of school children are offered from the age of 1 until the children reaches the age of compulsory schooling and must start preschool class. Preschool must be offered to the extent necessary in consideration to the custodial parent's gainful employment or studies or if the child has a need of their own due to the family's situation in general. Preschools are run in premises adapted for the education.

The principal is the person responsible for preschool and educational care. Uppsala Municipality is the principal for municipal preschools. Independent preschools have individual principals.

Care during times when preschool is not offered, can be provided to the extent necessary taking into account parents' gainful employment and the family's situation in general.

Educational care is an alternative offered instead of preschool. Examples of educational care are family day-care homes and multi-family solutions. Educational care can be offered in the educators' own homes or in other premises.

Open preschool is for children aged 1-5 and is a complement to preschool and educational care. The target group is children and parents who are at home during the day, for example parental leave. The custodial parents or other adult must accompany the child to the open preschool. Open preschool is not regulated by these criteria.

Definitions according to Uppsala municipality

Direct placement is defined as if a change can be granted, the child's placement comes to an end as of the date the new placement is granted. Direct placement only applies when a change of preschool is made but not a change of educational care.

Change from a future placement is when the child has a future placement and receives yet another placement with an even later start date. The new placement is then counted as a change of placement.

Future placement is when the child has received a decision of placement where the start date has not yet occurred.

Households¹ refers to single or cohabiting persons. In the category of cohabitation includes people who live together as married, in a registered partnership or in a relationship of cohabitation.

Order of placement specifies the order in which placement takes place.

Selection depicts which selection criteria are used if there is not a placement for everyone at the selected preschool.

¹ The definition is in pursuance to the Swedish Tax Agency's definition.

Relative proximity is the difference between the passable road to the chosen preschool compared to the distance to an alternative municipal or independent preschool included in the municipality's joint admission in the vicinity of the registered address. Selection by relative proximity is made if a preschool does not have placements for all the children who have chosen it. For a more detailed description, see Appendix 1.

Siblings are all children registered in the same residence and who are part of the same household regardless of custodial parent.

Sibling priority refers to children whose siblings have a placement in the preschool where the sibling will start. If siblings are competing for the same placement, a lottery is performed to who gets the placement.

Length of stay is the time the child is in preschool based on their current basis for placement in preschool.

Spring preschool is a preschool where custodial parents are offered temporary placement if placement cannot be provided based on the custodial parents' choice or within the zone block. The municipality adapts which preschools are spring preschools as needed.

Zone is a geographical area that Uppsala municipality has been divided into. The zoning follows the geographical areas for statistics which all of Sweden's municipalities are divided into, so-called key sub areas. Several key sub areas form a zone.

Zone block consists of several adjacent zones. The exception is the center zone which does not belong to a zone block.

Responsibility

The Board of Education is responsible for decisions on changes to the policy document pursuant to Criteria for placement in preschool and educational care.

Responsible for ensuring that the policy document is up-to-date is the head of the education department who, according to the Board of Education's delegation of authority, decides on placements in preschool centre and educational care.

Related documents

Criteria for placement in leisure-time centre and educational care

Documented history

Date	Documented event
14/02/2018 (Section 10)	Revised "Rules for preschool and educational care" (UBN-2018-0374)
21/05/2018 (Section 76)	Revised (UBN-2018-0374)
19/06/2019 (Section 125)	Revised (UBN-2019-1690)
25/03/2020 (Section 25)	Revised (UBN-2020-00437)
27/09/2021 (Section 95)	Revised (UBN-2021-01100)
24/03/2022 (Section 25)	Revised "Criteria for placement in preschool and educational care" (UBN-2021-08084)
08/06/2023 (Section 70)	Revised (UBN-2023-02432)

Appendix 1

Relative proximity

If a municipal preschool does not have any current placements for everyone who has chosen it, a selection is made by relative proximity. Relative proximity is the difference between the passable road to the chosen preschool compared to the distance to an alternative preschool, alternative municipal or independent preschool included in the municipality's joint admission in the vicinity of the registered address.

Here is how relative proximity is calculated:

1. The distance between the child's registered address and the chosen preschool is measured.
2. The distance to the chosen preschool is compared with the distance to the child's geographically closest or second closest preschool (if the closest preschool has been selected) to obtain the difference in distance = the relative proximity.

If the chosen preschool is the preschool closest from home, the distance is compared with the next closest preschool. In other cases, the distance between the chosen preschool and the nearest preschool is compared.

3. The relative proximity is compared for all who chosen the same preschool.
4. If two children have chosen the same preschool and only one of them can get a placement, the child with the greatest relative distance to the chosen preschool will be entitled to the placement.