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# Criteria for choice and placement of preschool and pedagogical care

Lokala föreskrifter

Taxor och avgifter

Kriterier

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## Introduction

Placement in preschool and pedagogical care is regulated in Chapter 8. (preschool) and Chapter 25 (pedagogical 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 choice and placement of preschool and pedagogical 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 guardians who are applying for placement or have placement for their children in preschool and pedagogical care through the municipality's admission.

The municipality's admission is common for all placements in preschool and pedagogical 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](http://www.uppsala.se)

## Criteria for choice and placement of preschool and pedagogical care

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

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

The section refers to both preschool and pedagogical 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 guardians work shifts or have irregular working hours, the guardians' level of employment determines the extent of time spent in the preschool, regardless of when the work is performed.
- 1.3. Children whose guardians are unemployed or on parental leave are entitled to a placement in preschool for 20 hours per week. The child can keep their current length of stay for up to one month after the start of unemployment or after the birth of the sibling.
- 1.4. Children whose guardians, 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 guardians are not working.
- 1.5. In the case of a guardian's leave due to pregnancy, the child can keep their current 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.

In addition to the above points mentioned, all children are entitled to public preschool from the autumn term of the year in which the child turns three. Public preschool only applies in preschool and is not offered in pedagogical care.

## **New application for preschool or pedagogical care**

### **2. Application and offer of a place when applying for a new placement in preschool or pedagogical care (Chapter 8 Sections 5, 14 and Chapter 25 Section 2 of the Education Act)**

- 2.1. Guardians can make up to nine choices in their application for preschool and pedagogical 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 guardians have made, the child is offered another placement.
- 2.2. The application for a placement in preschool and pedagogical care must be made at least three calendar months before the desired month of placement, to be sure to get a placement. This is with the exception of placements starting in August, where the processing time is four calendar months. The application can be made and submitted at the earliest when the child has turned one month old.
- 2.3. If the guardian accepts the offered placement, the application will be closed.
- 2.4. If the guardian declines the offered placement, it is still possible to choose to remain with the application.

### **3. Application for care during the period when preschool is not being offered (Chapter 8, Section 3 and Chapter 25, Section 5 of the Education Act)**

- 3.1. Preschool providing evening, night and weekend care from 6.30 pm to 6.30 am 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.
- 3.2. A separate application is required from guardians for care during periods when preschool is not offered.
- 3.3. In order to be ensured care during periods when preschool is not offered, an assessment is made based on the guardians' working hours, as well as the child's and the guardian's need for daily rest and the family's situation in general.

### **4. Order of placement and selection for new applications to preschools (Chapter 8 Section 13-15)**

Order of placement specifies the order in which placement takes place. Selection states which selection criteria are used if there is not a placement for everyone at a preschool of one's choice. The application must be submitted on time according to 2.2.

#### **4.1. Order of placement for preschool**

##### 4.1.1. 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.

##### 4.1.2. Secondly, in no particular order:

- Children with secrecy marking or protected population register.
- Children, registered in Uppsala municipality, to guardians in need of care during evenings, nights and weekends when preschool is not offered.

4.1.3. Thirdly, remaining children registered in Uppsala municipality are placed.

4.1.4. Fourthly, children registered in other municipalities are placed on the prerequisite that there are vacancies.

#### **4.2. Order of placement for preschool for a placement within four months beyond the regular schedule**

4.2.1. Children who have not yet received a placement and who, according to the Education Act, must be offered a placement within four months.

#### **4.3. Order of placement for preschool for a placement with the offer beyond the regular schedule**

4.3.1. Children who, pursuant to the school legislation More children in preschool, must receive an offer of a placement at a preschool for better language development in Swedish once a year, even if the child's guardians have not applied for a placement in preschool.

#### **4.4. Selection in competition for preschool**

If competition arises for a placement in the case of a new placement to a preschool, the following selection applies.

4.4.1. Children who are registered in Uppsala municipality, in the following order:

- Guardian's choice based on
  - in the first hand sibling priority
  - and secondarily relative proximity (see Appendix 1)
- Guardians 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
  - in the first hand sibling priority
  - and secondarily relative proximity (see Appendix 1)
- The guardians, whose children are not given a placement within the zone block, are offered a temporary placement at a spring preschool.
- 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.

4.4.2. Children who are registered in other municipalities on the prerequisite that there are vacancies.

#### **4.5. Selection for a preschool in the same relative proximity**

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

4.5.1. Children registered in Uppsala municipality, in the following order:

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

#### **4.6. Selection for care during the time when preschool is not being 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.

4.6.1. Children registered in Uppsala municipality, in the following order:

- Siblings of children who already have a placement in the relevant preschool.
- Queue time, calculated from the date of application.

4.6.2. Children who are registered in other municipalities on the prerequisite that there are vacancies.

### **5. Order of placement and selection for new application for pedagogical care (Chapter 25 Section 2, the Education Act)**

Order of placement specifies the order in which placement takes place. Selection states which selection criteria are used if there is not a placement for everyone at a pedagogical care of one's choice.

#### **5.1. Order of placement for pedagogical care**

5.1.1. Firstly, in no particular order:

- Children with secrecy marking or protected population register.
- Children registered in Uppsala municipality.

5.1.2. Secondly, children registered in other municipalities with the prerequisite that there are vacancies.

#### **5.2. Selection in competition for pedagogical care**

If competition arises for a placement in the case of a new placement to a pedagogical care, the following selection applies.

5.2.1. Children who are registered in Uppsala municipality, in the following order:

- Siblings of children who already have a place in pedagogical care, in the current family day care center or multi-family solution.
- The composition of the group of children based on age.

- Longest queue time calculated from the date of application.

5.2.2. Children who are registered in other municipalities on the prerequisite that there are vacancies.

## **Application for a change to preschool or pedagogical care**

### **6. Application and placement in the event of a change of preschool or pedagogical care (Chapter 8, Sections 5, 14 and 25, Section 2 of the Education Act)**

- 6.1. During a calendar year, there are four exchange periods. Changing preschools is not processed between exchange periods, with the exception of exchanges between zone blocks.
- 6.2. After each exchange period, the application will be closed. A new application is required before each period of changing preschools.
- 6.3. If a change is granted, the guardian will not receive an offer of placement to respond. The placement is made by direct placement.

### **7. Order of placement and selection when changing a preschool (Chapter 8, Sections 13-15)**

Order of placement specifies the order in which placement takes place. Selection states which selection criteria are used if there is not a placement for everyone at preschool of ones choice.

#### **7.1. Order of placement for preschool when changing**

7.1.1. Firstly, in no particular order:

- Children with secrecy marking or protected population register.
- Children, registered in the Uppsala municipality, to guardians in need of care during evenings, nights and weekends when preschool is not offered.

7.1.2. Secondly, remaining children registered in Uppsala municipality are placed.

7.1.3. Thirdly, children registered in other municipalities are placed on the prerequisite that there are placements vacancies.

#### **7.2. Selection by competition for a preschool when changing**

If a competition arises for a placements when changing preschool, the following selection applies.

7.2.1. Children who are legal residents in Uppsala municipality

- Guardian's choice based on
  - in the first hand sibling priority
  - and secondarily relative proximity (see Appendix 1)

7.2.2. Children who are registered in other municipalities on the prerequisite that there are vacancies.



### **7.3. Selection of a preschool in the same relative proximity**

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

7.3.1. Children who are registered in Uppsala municipality, in the following order:

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

### **7.4. Selection for care during the time when preschool is not being offered when changing**

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.

7.4.1. Children who are registered in Uppsala municipality, in the following order:

- Siblings of children who already have a placement in the relevant preschool.
- Queue time, calculated from the date of application.
- Children who are registered in other municipalities on the prerequisite that there are vacancies.

## **8. Order of placement and selection when changing to pedagogical care (Chapter 25, Section 2 of the Education Act)**

Order of placement specifies the order in which placement takes place. Selection states which selection criteria are used if there is not a placement for everyone at a pedagogical care of one's choice.

### **8.1. Order of placement for pedagogical care in the event of a change**

8.1.1. Firstly, in no particular order:

- Children with secrecy marking or protected population register.
- Children, registered in the Uppsala municipality, to guardians who are applying for a placement in pedagogical care.

8.1.2. Secondly, remaining children registered in Uppsala municipality are placed.

8.1.3. Thirdly, children registered in other municipalities are placed on the prerequisite that there are placements vacant.

### **8.2. Selection in competition for a pedagogical care in the event of a change**

If competition arises for a placement when changing pedagogical care, the following selection applies.

8.2.1. Children registered in Uppsala municipality, in the following order:

- Siblings of children who already have a placement in pedagogical care, in the current family day care center or multi-family solution.
- The composition of the group of children based on age.
- Longest queue time calculated from the date of application.

8.2.2. Children who are registered in other municipalities on the prerequisite that there are vacancies.

## **Break, termination, suspension, and fees**

### **9. Break, termination and suspension in preschool and pedagogical care**

#### **9.1. Break in placement**

9.1.1. A placement in preschool and pedagogical care can be kept for up to three months in the event of a break. Fee is paid during the period of break.

9.1.2. Breaks of up to two months are notified to the preschool or the pedagogical care.

9.1.3. Breaks of up to three months are notified in writing to the unit for admission and placement.

#### **9.2. Termination of placement**

9.2.1. Placement in preschool and pedagogical care can be terminated at any time during the year.

9.2.2. The period of notice is two months from the date both guardians have confirmed the notice. Fee is paid during the period of notice.

9.2.3. Termination is not required when changing preschools, with the exception of a future placement is not to begin. In such cases, termination is always the required method.

#### **9.3. Suspension from placement**

9.3.1. In case of three unpaid monthly fees, the child's placement can be suspended with immediate effect. For the child to be entitled to a new placement at a preschool in Uppsala municipality, the guardian must have paid the debt or set up a payment plan.

9.3.2. 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.

#### **9.4. Cancellation of placement**

9.4.1. Placement in preschool must begin within one month of the decided placement date. Otherwise, the placement is cancelled.

9.4.2. 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.

**10. Fees in preschool and pedagogical care (Chapter 8, Section 16 of the Education Act)**

- 10.1. Fee is paid twelve months per year regardless of length of stay.
- 10.2. For children entitled to public preschool, the fee is reduced by 25% from September to May. Otherwise, full fee is paid (June, July, August).
- 10.3. The fee is based on the household income where the child is registered.
- 10.4. In cases where only one guardian is in need of the care, the invoice will be sent to this guardian regardless of the child's registered address.

## Definitions and concepts

**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. Public preschool is offered in preschool but not in pedagogical 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.

**Exchange period** is a period of time during which an application for a change of preschool can be made. Between the exchange periods, the application will be rejected, i.e. the application will not be received.

**Direct placement** is defined in terms of an exchange having been 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 pedagogical care.

**More children in preschool** contends that all municipalities need to offer and reserve a preschool placement for certain groups of children, even if the child's guardian has not applied for a preschool placement.

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

**Preschool** is a form of school children must be 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 guardian's gainful employment or studies or if the child has a need of their own due to the family's situation in general.

**Households<sup>1</sup>** 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.

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

**New application** is an application when the child does not yet have a preschool place.

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

**Pedagogical care** is an alternative offered instead of preschool. Examples of pedagogical care are family day-care homes and multi-family solutions. Pedagogical care can be provided in the families' homes or in common premises.

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

**Relative proximity** is the difference between the passable road to the chosen preschool compared to the distance to an alternative municipal or independent

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<sup>1</sup> The definition is in pursuance to the Swedish Tax Agency's definition.

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 guardian.

**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, lots are drawn who gets the placement.

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

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

**Spring preschools** is a preschool where guardians are offered temporary placement if placement cannot be provided based on the guardians' 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 blocks** consist of a number of several adjacent zones.

**Open preschool** is for children aged 1--5 and is a supplement to preschool and pedagogical care. The target group is children and parents who are at home during the day, for example parental leave. The child is at the open preschool together with a guardian or other adult. Open preschool is not regulated by these criteria.

## Responsibility

The Board of Education is responsible for decisions on changes to the policy document pursuant to criteria for choice and placement of preschool and pedagogical 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 placement in preschool centre and pedagogical care.

## Related documents

Criteria for placement in leisure-time centres and pedagogical care

## Document history

Date	Documented event
14/02/2018 (Section 10)	Revised "Rules for preschool and pedagogical 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 pedagogical care" (UBN-2021-08084)
08/06/2023 (Section 70)	Revised (UBN-2023-02432)
24/10/2024 (Section 85)	Revised "Criteria for choice and placement of preschool and pedagogical care" (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 in distance between the chosen preschool and the distance to an alternative preschool which is included in the municipality's joint admission.

Here's how relative proximity is calculated:

1. The distance between the child's registered address and the picked preschool is measured.
2. The distance to the picked 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 picked 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.