

Growing Little Champions Nursery Admission Policy

This Policy was ratified by the Board of Directors on :	Autumn 2025
This Policy will be reviewed by the GLC Board on :	Autumn 2026

GLC Mission Statement

The GLC’s mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC’s commitment to equality is enshrined in our mission statement to develop ‘active and thriving citizens within a diverse, truly fair and equal community’.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Admissions Policy – Growing Little Champions Nursery

1. Age Range and Capacity

We care for up to 37 children aged from 9 months up to 2 years old.

2. Compliance and Ratios

Our admissions comply with the Early Years Foundation Stage [EYFS] legal space and staff-to-child ratio requirements. Admission decisions take into account staff availability and nursery facilities.

3. Admissions Priority

Places are allocated based on the following criteria, in this order of priority:

Admissions Criteria

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria and in the order of priority set out below:

- a) Children who are looked after or previously looked after, including those children who appear to have been in state care outside of England and ceased to be in state as a result of being adopted.
- b) Admission of a child who lives permanently with their parent, carer or guardian who is a member of staff [teaching or non-teaching on a part of full-time contract] and employed at any school within the Gateway Learning Community at the time at which the application for admission to Lansdowne Primary Academy is made
- c) Admission of pupils whose siblings currently attending the academy they are applying to and who will continue to do so on the date of admission. For the purpose of allocating places, sibling means :
 - Full sibling living at the same address as the applicant;
 - Full sibling living with a parent, or family member, at a different address;
 - Step sibling living at the same address as the applicant;
 - Half sibling living at the same address as the applicant;
 - Long term foster sibling living at the same address as the applicant.
- d) Admission of students on the basis of proximity to the Academy using straight line measurement. Students living nearer to the Academy being given higher priority. Distance from the Academy will be measured in a straight line in metres by a digital mapping system from the Academy's main gate to the front door of the home;
- e) If the final place is allocated to a family with twins or multiple births, the Academy will offer a place to the additional students;
- f) If there is a tie for the final place, a draw will be conducted by a person independent of the Academy.
- g) Notwithstanding the provisions of paragraphs a – d above, the Secretary of State may direct Lansdowne Primary Academy to admit a named pupil to the Academy.

Preference may be given to children needing full-time care over part-time, depending on work commitments, nursery occupancy, and room availability. We operate a waiting list and offer places as they become available.

4. Inclusion and Equality

We follow an Inclusion and Equality Policy ensuring access to nursery places regardless of gender, race, disability, religion or belief, or parents' sexual orientation.

5. Registration Requirements

Before starting, parents must complete and sign a contract and registration form. These forms collect essential information such as child's details, emergency contacts, medical information, collection arrangements, and consent for vaccinations.

6. Government Funded Early Education Places

Growing Little Champions is registered to offer government-funded early education places. Currently, we provide 20 funded places for eligible 9 month - 2 year olds, allocated based on the priority criteria above then on a first-come, first-served basis and bookable a term in advance.

Funded places follow a termly intake starting the term after the child's birthday. Funding sessions are flexible according to government guidelines and will be discussed at registration. However, we reserve the right to limit funded sessions based on availability and business needs.

30 Hours Funded Childcare for 9 Months to 2 Year Olds [Effective from September 2025]

From September 2025, all eligible children aged 9 months and above in England will be entitled to 30 hours of government-funded early education per week [over 38 weeks annually].

Eligibility

Parents [and partners where applicable] must be working or intending to work and earning at least the equivalent of 16 hours per week at National Minimum or Living Wage for the next 3 months. Newly self-employed parents are exempt from the income criteria for their first 12 months.

Applying for Funding

- You can apply for your funding code from the term before your child turns 9 months old, even if they won't start nursery immediately.
- If your child is already older than 9 months, you can apply anytime; funding will begin the term after you receive the code.
- We recommend applying at least one term before your child's intended start date.

Important Application Periods:

Apply Between	Deadline	Funding Starts From
15 Oct – 30 Nov	By 31 Dec	1 Jan
15 Jan – 28 Feb	By 31 Mar	1 Apr
15 Jun – 31 Jul	By 31 Aug	1 Sept

Funded Hours

- Parents may claim up to 10 funded hours per day
- Funded hours are spread over 36-37 weeks, averaging around 22-23 hours per week
- Parents are responsible for any fees outside of funded hours

Sessions

Our nursery is open **Monday to Friday, from 7:30 AM to 5:30 PM, term-time only.**

Baby Room Sessions

For our youngest learners in the Baby Room, we offer the following session options:

- **School Day Session:** 7:30 AM - 3:30 PM
- **Full Day Session:** 7:30 AM - 5:30 PM
- **Hourly Top-Up:** 3:30 PM - 4:30 PM [perfect for extending a session if needed]

Two-Year-Old Room Sessions

Our Two-Year-Old Room provides engaging and stimulating activities for your child, we offer the following session options:

- **Breakfast with Growing Little Champions:** 7:30 AM - 8:30 AM
- **School Day Session:** 7:30 AM - 3:30 PM
- **Full Day Session:** 7:30 AM - 5:30 PM
- **Hourly Top-Up:** 3:30 PM - 4:30 PM [perfect for extending a session if needed]

We also offer half-day options:

- **AM Session:** 8:30 AM - 11:30 AM [each morning]
- **PM Session:** 12:30 PM - 3:30 PM [each afternoon]

Important Notes for Two-Year-Old Room Sessions:

- A **minimum of 2 days** is required for daily sessions (School Day, Full Day).
- For half-day sessions, the requirement is to attend **every morning or every afternoon** [e.g., every Monday AM, Tuesday AM, etc., or every Monday PM, Tuesday PM, etc]

Notice Period for Withdrawal

Parents/carers are required to provide **one full term's notice** in a clearly dated written format should they wish to withdraw their child from a GLC Nursery. Failure to provide the required notice will result in the parent/carer being liable for the full term's fees.