

## 3 Years Old Nursery Provision 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.

## School Nursery Policy: Early Years Provision for 3-Year-Olds

This policy outlines the statutory requirements, principles, and procedures for the provision of high-quality early education for 3-year-old children at our school nursery. It is aligned with the **Early Years Foundation Stage [EYFS] statutory framework** and all relevant UK government guidance.

### 1. Early Years Funding

This section details the government funding available to parents of 3- and 4-year-olds, which the school nursery receives and administers on behalf of the local authority.

#### 1.1. Universal 15-Hour Entitlement

- **Policy:** All 3 and 4 year old children are entitled to a universal offer of government-funded early education and childcare.
- **Entitlement:** Children receive a total of **570 hours per year**, which is provided as **15 hours per week** for 38 weeks of the year [term-time].
- **Eligibility:** A child becomes eligible from the term after their third birthday. This is a **universal** entitlement, available to all children regardless of parental income or work status.
- **Application:** No formal application is required from parents for this entitlement. The school nursery will manage the funding arrangements with the local authority, requiring only confirmation of the child's date of birth.

#### 1.2. Extended 30-Hour Entitlement for Working Parents

- **Policy:** An additional 570 hours of funded early education is available to eligible working parents, bringing their total entitlement to **30 hours per week** for 38 weeks of the year.
- **Entitlement:** Children receive a total of **1,140 hours per year**.
- **Eligibility:** Both parents [or the sole parent in a single-parent family] must be working and earning at least the equivalent of 16 hours per week at the National Minimum Wage. Neither parent may have an adjusted net income exceeding £100,000 per year.
- **Application:** Parents must apply directly through the government's **Childcare Choices** service [GOV.UK] to receive an eligibility code. This code must then be provided to the school nursery. Parents are required to **reconfirm their eligibility** every three months.

Apply Between	Deadline	Funding Starts From
15 October – 30 November	31 December	01 January
15 January - 28 February	31 March	01 April
15 June - 31 July	31 August	01 September

### 2. Inclusion and Equality

This section outlines our commitment to fostering a fair and inclusive environment for all children and families.

- **Policy Statement:** We are committed to providing a fully inclusive and equitable environment where every child is treated with respect. Our practice is guided by the **Equality Act 2010** and the **Early Years Foundation Stage [EYFS]**, ensuring no one is discriminated against based on gender, race, disability, religion, belief, or parents' sexual orientation.
- **Aims:**
  - o To ensure **equal access** to all nursery places, resources, and learning opportunities for all children.
  - o To challenge discriminatory language or behaviour and actively promote positive attitudes toward difference.

- To make **reasonable adjustments** to ensure children with disabilities are not at a disadvantage and can participate fully in all activities.

### 3. 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:

- 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;
- 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;
- Admission of pupils whose siblings currently attend the Academy who 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.
- 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;
- If the final place is allocated to a family with twins or multiple births, the Academy will offer a place to the additional students;
- If there is a tie for the final place, a draw will be conducted by a person independent of the Academy;
- Notwithstanding the provisions of paragraphs a – d above, the Secretary of State may direct the Academy to admit a named pupil to the Academy.

### 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.

### 4. Registration Requirements

This section details the essential information that must be collected to ensure the safety, health, and well-being of all children in our care.

- **Policy Statement:** A formal registration process is mandatory for every child before they can begin attending the nursery. This process is crucial for effective safeguarding and to provide a high standard of care.
- **Required Information:** Before a child starts, parents must complete and sign a registration form and a contract. This collects essential details including:
  - The child's full name, date of birth, and any known **allergies or dietary requirements**.
  - Up-to-date **emergency contact information**.
  - Medical information and a record of vaccinations.
  - A list of all individuals who are **authorised to collect** the child from the nursery.
- **Data Protection:** All information collected is treated as confidential and is stored securely in compliance with **data protection regulations** [e.g., GDPR].

### 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.