Glenleigh Park Primary Academy and Nursery

"Growth, Perseverance, Positivity, Achievement"

Early Years Admissions Policy (Including Funding Eligibility)

Date: September 2026
Review: September 2027

Introduction

This Policy outlines the admissions process for Early Years education at Glenleigh Park, including eligibility for government funded places. We aim to provide accessible, inclusive, and high-quality early education to all children in our community.

Opening Hours and Session Times

Glenleigh Park Nursery is a term time only setting open Monday to Friday, 08:00–16:00. Our funded sessions are offered in a three-hour session from 08:30 - 11:30, 13:00 - 16:00 or a six-hour session from 09:00 – 15:00.

We also offer wraparound care between 08:00–09:00 and 15:00–16:00 at £8.00 per hour.

Eligibility and Funded Entitlements

We offer places under the following government-funded schemes:

Universal Entitlement (3- and 4-Year Olds):

- Up to 15 hours per week for all three- and four-year-olds.
- Starts the term after the child's third birthday.

Extended Entitlement (30 Hours):

- Up to 30 hours per week for eligible working families.
- Parents must apply via HMRC and provide a valid eligibility code.
- Eligibility must be reconfirmed every term.

2-Year-Old Funding

Up to 15 hours per week for eligible two-year-olds.
Eligibility is based on income, benefits, or other criteria set by the Local Authority.
Applications must be made through the Local Authority.

Additional Funding Support

Early Years Pupil Premium (EYPP): additional funding for disadvantaged three and four year olds.
Disability Access Fund (DAF): Support for children with disabilities.
Inclusion Funding: Available for children with SEND.

Admission Procedure

An enquiry form can be submitted at any time; however, submission does not guarantee a place.
Acknowledgement of the enquiry will be sent upon receipt.
The term before a child is due to attend, parents will be invited to complete the necessary paperwork and book their child's settling-in sessions.

Registration and Documentation

Parents must provide:

- Proof of child's age (birth certificate or passport).
- Completed Admission form.
- Sign contract.
- Signed Parent Declaration Form for funded places.
- HMRC eligibility code (for 30-hours and 15- hours funding).

Attendance and Continuity

Regular attendance is expected for funded places. If attendance falls below the required level, funding may be reviewed. Parents will be informed of any changes.

Charges and Additional Services

Additional hours beyond funded entitlement are charged at £8.00 per hour.
No top-up fees are charged for funded hours.

Waiting List and Mid-Term Admissions

A waiting list is maintained fairly and transparently.
Mid-term admissions are accepted subject to availability, age and funding.