



Admissions Policy

Royal Borough of Kensington and Chelsea

Version: 1.0 • Date Adopted: June 2025 • Review Date: June 2026

Designated Lead: Nursery Manager

1. Statement of Intent

Little Garden Gate Nursery is committed to providing high-quality early years education and care for children aged 0–5 years. We aim to ensure that our admissions process is fair, transparent, and accessible to all families in our community, in line with our commitment to equality and inclusion.

We welcome applications from all families regardless of race, religion, disability, gender, family structure, or any other characteristic. Our admissions procedure is designed to be clear and straightforward, supporting families through every step of the process.

2. Legal Framework and Regulatory Basis

This policy has been written in accordance with the following legislation and guidance:

- Childcare Act 2006 and Childcare Act 2016
- Equality Act 2010
- SEND Code of Practice 2015
- Early Years Foundation Stage (EYFS) Statutory Framework 2024
- Ofsted Inspection Framework for Early Years Providers
- Children Act 1989 and Children Act 2004
- Data Protection Act 2018 and UK GDPR

3. Eligibility and Age Range

Little Garden Gate Nursery provides care and education for children from birth to 5 years of age. We accept:

- Babies and toddlers aged 3 months to 2 years
- Children aged 2–3 years (including those eligible for the 15-hour funded place)
- Children aged 3–4 years (eligible for the universal 15-hour funded entitlement)
- Children aged 3–4 years eligible for the 30-hour extended funded entitlement

Places are offered subject to availability and the nursery's capacity as registered with Ofsted.

4. How to Apply

4.1 Initial Enquiry



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Families wishing to apply for a place at Little Garden Gate Nursery are invited to contact us by telephone, email, or in person to discuss availability and suitability. We encourage prospective families to arrange a nursery visit before applying.

4.2 Application Form

All applications must be submitted using our nursery Application Form. The form must be completed in full and returned to the Nursery Manager. Upon receipt, families will be issued a written acknowledgement within five working days.

The Application Form requests the following information:

- Child's full name, date of birth, and gender
- Parent/carer names, contact details, and home address
- Emergency contact information
- Details of any medical conditions, allergies, or additional needs
- Requested start date and session requirements
- Details of any funded entitlement eligibility (2-, 3-, or 4-year-old funding)

4.3 Waiting List

Where no place is immediately available, children will be added to our waiting list in the order in which applications are received. Families will be contacted as soon as a suitable place becomes available. Being on the waiting list does not guarantee a place.

5. Allocation of Places – Priority Criteria

Where demand exceeds availability, places will be allocated in the following order of priority:

- **Priority 1:** Children with an Education, Health and Care (EHC) Plan that names Little Garden Gate Nursery
- **Priority 2:** Children who are Looked After (in the care of the Local Authority) or previously Looked After children
- **Priority 3:** Siblings of children currently enrolled at the nursery
- **Priority 4:** Children of current staff members employed at the nursery
- **Priority 5:** All other applicants, in the order in which applications were received

Where children within the same priority group are equally ranked, the date of application will be used as the tiebreaker.

6. Settling-In Period

We recognise that starting nursery is a significant transition for children and families. All new starters are entitled to a settling-in programme tailored to the child's individual needs. The typical settling-in process includes:

- An initial welcome visit with the key person prior to the start date
- One or more short settling-in sessions (without the parent/carer) before the full start date
- Regular two-way communication between the key person and family during the first weeks



The Nursery Manager will agree the settling-in schedule with each family individually. Additional settling-in time can be arranged where needed, particularly for younger children or children with additional needs.

7. Government-Funded Entitlement

Little Garden Gate Nursery participates in the following government-funded early years entitlements:

- Universal 15-hour entitlement for all 3– and 4-year-olds
- Extended 30-hour entitlement for eligible working families of 3– and 4-year-olds
- 15-hour entitlement for eligible 2-year-olds
- 9-month and 12-month expanded entitlement (subject to government rollout in line with current RBKC guidance)

Families wishing to claim funded hours must provide their eligibility code from the government's Childcare Choices service before the start of the relevant term. The nursery reserves the right to offer funded places only where the provision is financially sustainable. Funded hours are subject to the terms of our Fees and Funding Policy.

8. Inclusion, Equality, and SEND

Little Garden Gate Nursery is an inclusive setting. We welcome all children, including those with special educational needs and disabilities (SEND), and will make reasonable adjustments to ensure children can fully access and benefit from our provision.

For children with additional needs, we will:

- Work closely with families and any relevant professionals prior to admission
- Carry out an individual risk or needs assessment where appropriate
- Liaise with the Local Authority SEND team and other agencies as needed
- Develop an individual support plan in partnership with the family

We will never refuse admission solely on the grounds of a child's disability or SEND, and any decision to defer or decline a place will be taken only after full consultation and in compliance with the Equality Act 2010.

9. Transfer and Transition

When children are preparing to move on to school or another setting, we will:

- Share relevant records with the receiving school or setting (with parental consent)
- Complete the required transition documentation in line with RBKC guidance
- Participate in transition meetings or visits where applicable
- Support the child and family through the transition process



10. Data Protection and Confidentiality

All personal information collected as part of the admissions process is held and processed in accordance with the Data Protection Act 2018 and UK GDPR. Data is used solely for the purposes of administering admissions and providing care and education to the child. Please refer to our Privacy Notice for full details.

Information will not be shared with third parties without parental consent, except where there is a legal obligation or a safeguarding concern.

11. Appeals and Complaints

If a family is dissatisfied with an admissions decision, they may raise a concern informally with the Nursery Manager in the first instance. If the matter is not resolved, they may submit a formal written complaint in accordance with our Complaints Policy. All complaints will be handled fairly, promptly, and confidentially.

12. Policy Review

This policy will be reviewed annually or sooner in the event of any significant change in legislation, guidance, or nursery practice. Any amendments will be communicated to families and made available on request.

Policy adopted: June 2025 **Next review:** June 2026

Signed: _____ **Role:** Nursery Manager / Registered Person