



Galley Hill Primary School and Nursery

Nursery Admission Policy

At Galley Hill school children can start the Nursery class in the September after their third birthday. Parents to use the application form on Galley Hill School website to apply for a place. An application can be emailed to admin@galleyhill.herts.sch.uk or a paper copy can be handed in to the school office.

Nursery Admission Timeline

From 1st January 2026, parents can apply to Galley Hill School for a place in their Nursery for the academic year September 2026 to July 2027.

Parents to use the application form on Galley Hill website to apply for a place. An application can be emailed to admin@galleyhill.herts.sch.uk or a paper copy can be handed in to the school office.

We will use the following timeline:

27th February 2026 Nursery application closes for academic year September 2026 to July 2027.

From 2nd March 2026 parents can make late applications to Galley Hill School using the application form and will be placed on the Nursery waiting list if no places are available.

13th March 2026 Galley Hill School will make offers to parents via email for a place in the Nursery for academic year September 2026 to July 2027.

20th March 2026 is the deadline for parents to accept or reject offers the school has made to them for a Nursery place. If the parents do not respond to the offer made by this date the school may withdraw the offer.

Eligible children

At Galley Hill school children can start school in the September after their third birthday.

Admission arrangements

Galley Hill Nursery has two Nursery classes.

Morning Nursery 8.30am until 11.30 am. Afternoon Nursery 12.15pm until 3.15pm.

Galley Hill Nursery has a maximum of 26 pupils attending a nursery session.

Galley Hill Nursery has 15 places for children in receipt of 30 hour funding.

Galley Hill Nursery has 11 places for children with 15 hours funding in the morning and 11 places for children with 15 hours funding in the afternoon.

The hours are for term time only. The schools term dates are published on the school website.

30 hour funding (6 hours a day)

All 3 and 4 year olds are entitled to 570 hours of free early education a year, which is equal to 15 hours a week for 38 weeks of the year. Some 3 and 4 year olds may be entitled to an additional 570 hours of childcare per year, which is equal to 30 hours a week for 38 weeks of the year. The 30 hour free childcare entitlement is available to working families who meet the eligibility criteria. Parents can check eligibility at www.beststartinlife.gov.uk

Contact details for all registered providers in Hertfordshire can be found at www.hertfordshire.gov.uk/parents

Galley Hill Primary school Nursery offers pupils in receipt of 30 hour funding a place from 8.30am to 2.30pm.

Parents can collect their child at 2.30pm. Parents who would like extended hours can pay for their child to stay in the Nursery until 3.15pm at the cost of £4. This fee must be paid in advance to the school. Galley Hill School can offer two pick up times for 30 hour children 2.30pm or 3:15pm. The 3.15pm pick up time will be at an additional cost of £4.

Children staying for the 30 hour funding will need to bring their own packed lunch.

Parents can apply for a 30 hour place at Galley Hill School Nursery from January using the Early Years application form on the schools website. A provisional offer of a place will be made, in accordance with the oversubscription criteria, with the understanding that a place will not be offered until the parent has provided the school with their 30 hour offer code provided by the government and the parents national insurance number. Once the School has checked the codes eligibility a 30 hour place will be offered to the child. If the parent has not provided the school with their 30 hour eligibility code by 30th April then the provisional offer will be removed. Parents have the responsibility to re check their eligibility every three months with HMRC. Parents will need to supply the school with the new eligibility end date every three months. If parents eligibility ends, then the schools offer of a 30 hour place will end. The school and parent can then discuss the child being offered a 15 hour place in the Nursery.

The 30 hour funding can be split between two providers as long as both agree to the split. Please contact the school if this is your preference.

15 hour place (3 hours a day)

Parents can apply for a 15 hour place from January. When applying, parents can state their preference for a morning or afternoon session. The school will record this preference and offer the preference if spaces are available after the application deadline closes. If there are too many requests for one of the sessions, session places will be offered by date of birth. The youngest children (born March to August) will be offered a place in the morning session, the oldest children (born September to February) to offered a place in the afternoon session.

Galley Hill Nursery offers extended lunch club hours for 15 hour pupils. Parents can pay the school in advance if their child would like to attend the 11.30-12.15 lunch club at a cost of £4. Parents need to provide their child with a packed lunch. Parents must request in advance which days their child would like to attend lunch club.

Over subscription criteria for Galley Hill Primary School's Nursery

Galley Hill School will admit children with an EHC (Education, Health and care) Plan that names the school.

Parents can apply to Galley Hill Primary school for a place in the Nursery class to start in the September after their third birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- a) Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)
- b) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- c) Other applicants where the following criteria are considered to determine priorities:
 - 1) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age range of the school i.e. is in year 6.
 - 2) Priority will then be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

Galley Hill School will use parent distance checker for calculating home-school distance measurements.

A place in Galley Hill Nursery does not guarantee a place in Reception. Parents must apply to Hertfordshire CC for a Reception place in their chosen school.

EARLY YEARS APPLICATION FORM:
Galley Hill Primary School and Nursery

PLEASE USE BLOCK CAPITALS

Child details			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ /	_ _ _ /	_ _ _ _
Your relationship to the child: (e.g. mother/father/carer/ stepmother/father/ social worker)			
Your child's permanent address (at time of application)			
Address:			
Pre School Setting <i>Does your child currently attend a Pre School Setting, Day Care or Child Minder? If 'yes' please write name of setting.</i>			
Additional Needs or Developmental Delay <i>Has your child been diagnosed/ or going through diagnosis for developmental delay. This could include growth, physical movement, speech, language, non-verbal or reaching age appropriate milestones. Does your child have or is under the process of a medical diagnosis? This could include ASD, sight or hearing impairment. Has your child been referred to or seen the speech and language service? This information will enable our school to plan for your child's needs.</i>			
Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? If 'yes' please give a brief description of your child's needs according to the plan.</i>		Yes/No	
At risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>		Yes/No	
Children in Public Care <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?</i>		Yes / No	
Social or medical reasons <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>		Yes / No	
If you have a sibling at this school, enter their name and date of birth:			

Early years setting child attends or has attended (if applicable)			
I am applying for a 15 hour place, 3 hours a day, Monday to Friday. I understand that the places may be allocated due to DOB. Children born March to August will be offered a place in the morning session 8.30am to 11.30am, the oldest children born September to February to offered a place in the afternoon session 12.15pm to 3.15pm.		Yes / No	
I understand my child may be offered a place in the 15 hour Nursery session according to their DOB. If spaces are available my preference is for a morning/ afternoon session .		morning 8.30-11.30am / afternoon 12.15pm-3.15pm.	
Please comment on your choice of sessions and any other requirements here for the 15 hour nursery session:			
I am applying for 30 hours free childcare, 6 hours a day, 8.30am to 2.30am Monday to Friday.		Yes / No	If yes please provide your HMRC eligibility code:
If you have any other requirements please enter here:			
Please complete the details for both parents if living at the same address:			
Parent/carer 1 details		Parent/carer 2 details	
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			

Email address:			
Telephone numbers			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			
OFFICE USE ONLY:	Date Received:		
	Distance:		

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Galley Hill Primary and Nursery School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: Date:

Thank you for completing this information. Please return to the school office.

Notes to parent

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Galley Hill Primary School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for

statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.