



Donnington Wood Infant School and Nursery

Nursery Admissions Policy 2026-27

Date of Policy Creation	2020	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	June 2026	Named Responsibility	Full Governing Body
Inception of new Policy	July 2026	Named Responsibility	Mrs C Boddy
Date of Policy Adoption by Governing Body	July 2026	Review due	June 2027

At Donnington Wood Infant School & Nursery we aim to –

- provide high quality child centred nursery education to children and families in our local community.
- ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.

Nursery provision

The Nursery at Donnington Wood Infant School can accommodate –

- 60 places for children after their 3rd birthday based on 2 sessions per day (30 in each session)
- 40 places for children after their 2nd birthday based on 2 sessions per day (20 in each session)

Nursery Session Options

Nursery sessions are 3 hours daily, 5 days per week, school term time only.

Morning 8:40-11:40

Afternoon 12:30-3:30

Session start and end times have been set to fit with the school days at Donnington Wood Infant School & Donnington Wood CE Junior School.

'30 hour' children attend the morning and afternoon sessions and are supervised during lunchtime (11:40 – 12:30) for a small charge to cover the costs of adult supervision.

Eligibility

The Governors of the school will offer children a place following the criteria set out below. Funding entitlement starts from the term after the child's 2nd or 3rd birthday (as appropriate)

born	start
April – August	Autumn term
September – December	Spring term
January - March	Summer term

3 & 4 year olds

The government funds all children for 15 hours a week free Nursery education from the term following their 3rd birthday.

The government currently funds eligible children for 30 hours a week free Nursery education from the term following their 3rd birthday. Eligibility codes must be obtained by parents, and confirmed, in the term before the child is due to start in nursery. Parents will be required to re-confirm their eligibility at regular intervals.

2 year olds

The government currently funds eligible children for 15 hours a week free Nursery education from the term following their 2nd birthday.

From September 2025 the government will fund eligible children for 30 hours a week free Nursery education from the term following their 2nd birthday. Eligibility codes must be obtained by parents, and confirmed, in the term before the child is due to start in nursery. Parents will be required to re-confirm their eligibility at regular intervals.

Providing families meet the current eligibility criteria (available separately) then the governors of the school will offer children a place following the criteria set out below.

Nursery 'consideration' list

A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested but not the appropriate age to start in nursery. Children can be placed on the consideration list at any time however the list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Contact will be made with parents and carers of children on the consideration list in the half term before they are due to start to ensure eligibility and make arrangements for starting in nursery.

If a place can be offered, places for 2 year olds and '30 hours' are dependent on parents meeting the eligibility criteria at the time of starting in nursery.

Admissions

When more applications are received than there are places available, the following criteria will be applied. If there are more applicants than places in any of these sub-categories, priority will be given in order of date of birth.

1. Children in the care of a Local Authority (Looked After Children) or previously looked after children
2. Children with a statement of special educational need that names the nursery/school in part 4 of the statement.
3. Disabled children who need to be admitted to a nursery/school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
4. Children who have an older sibling attending Donnington Wood Infant School & Nursery or Donnington Wood CE Junior School at the time of admission (living within or outside the catchment area).
5. Children who live in the designated catchment area.
6. Children living outside the designated catchment area. If there are more applicants than places in this category, priority will be given in the following order:
 - Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
 - Children who live closest to the school

Within the above criteria, each application is always considered very carefully on its individual needs.

Parents will be asked to give a preference with regards to the session (morning or afternoon) when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child may be offered the alternative session if it is available.

Offer of places / waiting list

In the term before admission, parents will be sent a letter either offering a nursery place or a place on the waiting list (if requests outnumber places available). Completed forms must be returned to the school office by the specified date in order to secure the place.

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents request for their child's name to be placed on the nursery 'waiting'

list. Placing a child's name on the waiting list does not guarantee that a place will become available. When a vacancy does occur, time spent on the waiting list has no bearing on the allocation of the place and the criteria above will continue to be applied in that order. Any spare places will be allocated during the year, as they become available, following the admission criteria above.

Decision on places

Decisions will be made by the Nursery Admissions Panel. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.

Decisions will be final and there is no right of appeal

The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school. Parents will need to apply for school places following the Telford & Wrekin admissions procedure.

Attendance and loss of Nursery place

We ask parents to notify us if their child is absent from nursery. Absence from nursery will be followed up using the procedures in our Attendance Policy and Safeguarding & Child Protection Policy.

If attendance and punctuality is poor or erratic the nursery teacher / key worker will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's record. If, following the meeting, there is no sustained improvement in attendance within two weeks, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

For places which require eligibility codes, parents must obtain, and confirmed, in the term before the child is due to start in nursery. Parents will be required to re-confirm their eligibility at regular intervals. If parents do not re-new / re-confirm their eligibility code then the place / additional hours will not be funded and will be cancelled.

Definitions

Looked After - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Siblings/Brother or Sister - For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step brother or step sister who will be resident at the same address at the time of entry.

Catchment area – The designated area (catchment) is set out clearly on a map available from the school office and also electronically on our website. The catchment area for the nursery is the same as that for Donnington Wood Infant School (as set by Telford & Wrekin Council).