



Donington Cowley Endowed Primary School

Admission to the Donington Cowley Endowed School Nursery

Policy review date: April 2026

Date of next review: April 2027

School Vision Statement

Donington Cowley Endowed Primary School provides a caring environment where everyone is respected and valued; where unity lies at the heart of our community. Our aim is to provide an enriching curriculum which evokes aspiration and inspires all children to be the best versions of themselves. Through determination, courage, excellence, pride and success, we strive to encourage children to become confident, ambitious and passionate learners; laying the foundations of knowledge, skills and understanding for life-long learning.

At Donington Cowley Endowed School Nursery we provide both fee paying and Early Years Funded education and care for children between the ages of 3-5 years old.

We are open from 9 - 3:00pm, Monday – Friday for 38 weeks of the year offering flexible term time sessions. Our session times are:

Morning	Afternoon (Including lunch)
9-12pm	12-3pm
Funded whole day	
9-3pm	

We follow the Donington Cowley Endowed Primary School term dates; a copy of these dates is available on our website or on request.

At Donington’s Nursery we offer universal funded hours for three and four-year-olds, and three and four-year-old extended funded hours to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children. Funding starts from the term after a child’s third birthday.

The numbers and ages of children admitted to our nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

Places will be allocated on a first come first served basis. If requested sessions are full, we will implement a waiting list and places are offered on an availability basis.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, considering the staff: child ratios, the age of the child and any registration requirements.
- Children who have siblings who are already with us
- Date that the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- A child requiring a full-time place may have preference over one requiring a part-time place.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate with regards to inclusion and equality to ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Attendance at our nursery does not give any priority within the application criteria to access a place at the Donington Cowley Endowed Primary School. Parents/carers must make a school application to attend Reception. Please visit the Lincolnshire County Council website- School Admission page for further details.

Our nursery provision does not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places) or require parents to pay a registration fee as a condition of taking up their child's funded place.

Registration

Prior to a child attending nursery, parents must complete and sign the necessary registration forms. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees/funded sessions, contact details for parents, doctors contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Once we receive the registration form, we will liaise with parents/carers directly and advise on availability and start date. We will then arrange a convenient time for the parent/carer and child to come in for their taster session ahead of their start date. These visits are an opportunity for staff to welcome the children into the setting and allow them to familiarise themselves with the environment and the members of the team.

Children eligible for government funded places for early education

At Donington's Nursery we currently provide funded places for all eligible children subject to availability. Please note admissions for all funded children are operated on a termly intake, beginning in the term following your child's second or third birthday (according to the funding claimed). A signed and up to date EYE claim form will be required for each term. Funding will not begin until the forms have been submitted to Nursery and provided to EYE. Please be advised that we do not charge for any extra

All funded sessions are in line with the flexible arrangements as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with respect of availability and staffing arrangements, we will accommodate your wishes.

Notice periods

Parents are required to give 4 weeks' notice for any funded and fee-paying hours when deciding to withdraw their child from Nursery and will be invoiced for this period in the usual way. For amendments or cancellations to any sessions, 4 weeks' notice is required. Staff will endeavour to accommodate any changes providing space and availability allows for this.

Admission to the Donington Cowley Endowed School Nursery

Child's name: _____

Parent/Carer Declaration

I confirm that I have read and understood the 'Admission to the Donington Cowley Endowed School Nursery' policy and agree to its terms, including the 4-week notice period when leaving.

Parent/guardian name: _____

Signed: _____ Date: _____