



Dunchurch Boughton CofE Infant Academy and Nursery

Admissions Policy (Nursery)

Please note there is a separate admissions policy for Dunchurch Boughton CofE
Infant Academy and a separate admissions policy for Owls Club (Wrap around
care)

For Further information please contact the school office.

Policy Date:	September 2026	Author:	Lauren Binczik
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Policy Version	Date	Author	Changes
V6	September 2026	Lauren Binczik	Written as a new policy – fully changed throughout

At Dunchurch Boughton CofE Infant Academy and Nursery, our nursery is an integral part of the school and provides high-quality early years provision for children from a range of starting points. Children may join our nursery from 2.5 years old, from the term of their third birthday, or during the academic year in which they turn four according to availability. Our provision within nursery includes one rising 3s classroom and two pre-school classrooms, all of which follow the school's vision and a whole-school curriculum designed to support children's personal, social and educational development and prepare them effectively for the transition into statutory schooling. Places within our nursery are allocated in accordance with this admissions policy and are subject to availability. Attendance at our nursery does not guarantee admission to the main school, and parents must apply separately for a reception place in line with our Academy's admissions policy.

Age of Admission and Entry Points

Children may be admitted to the nursery at the following points:

From 2.5 years old:

A limited number of places are available for children aged 2.5 years.
There are 5 places for 2.5-year-olds available per academic year.

From the term of their third birthday:

Children may also start nursery in the term in which they turn three.
These children will attend the rising 3s classroom until the start of their pre-school year.

Pre-School Year:

Children may also join the nursery at the start of the academic year in which they turn four, for their pre-school year prior to starting reception.

With all applications, the nursery manager must see a copy of the child's birth certificate.

Nursery Capacity

The nursery operates within staffing, space, and statutory ratio requirements. Places are allocated subject to availability within each age group and room. Our rising 3s room has capacity for 16 children whilst our pre-school unit has capacity for 48 children (24 children in each classroom).

We are a fully inclusive nursery and take children who have a wide range of needs. In line with safeguarding and health and safety requirements, places for children with additional needs will be considered on an individual basis and may require a risk assessment to ensure the nursery can meet the child's needs safely and effectively.

Admissions Criteria

Admissions to the nursery operate on a first come, first served basis. However, should multiple families apply for a space at the same time, the admissions criteria below will be applied.

a) Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

b) Siblings who live in the priority area of the academy

A child is considered in this category if a sibling is attending this academy or Dunchurch Boughton Junior CofE Academy at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year, and where the child lives at the same address as the sibling and is living within the priority area of the academy.

c) Siblings who live outside the priority area of the academy

A child is considered in this category if a sibling is attending this academy or Dunchurch Boughton CofE Junior Academy at the time of application and will continue to do so the time of admission i.e. at the start of the new academic year.

d) Children who live in the priority area of the academy and who have registered to attend Dunchurch reception (for pre-school places)

e) Other children who live within the priority area of the academy.

f) Other children who live outside the priority area of the academy, judged by distance from the academy.

Priority Area

- The parish of Dunchurch excluding the northern areas from a line meeting the boundary of Long Lawford Parish (excluded) to include the Penthouse and to exclude the reservoir, crossing Coventry Road (A4071) at the narrow railway bridge and follows a line east to exclude Brickyard Spinney and Cawston Farm, including Fox Culvert and following the water course to cross Cawston Lane (included south of that point) and to exclude Cawston House running east to rejoin the boundary of the Dunchurch Parish excluding Little Scotland Farm.
- The parish of Thurlaston.
- The parishes of Grandborough and Willoughby, which are shared with Leamington Hastings CofE Academy.

Admissions Process

- Once a completed registration form has been received by the nursery, the child will be added immediately to the registration list.
- Submission of a registration form does not guarantee a place.
- The Nursery Manager will contact parents on receipt on a registration form to indicate if a place is available.
- Places are offered subject to availability in the relevant age group and room.
- The Nursery Manager will contact parents up to two terms before a child is due to start, in line with nursery education funding and planning deadlines, to confirm whether a place is available and confirm the sessions that the nursery can offer.

If a family's preferred sessions are not available, the Nursery Manager will discuss alternative sessions that can be offered. Parents may choose to accept the alternative sessions offered or remain on the registration or waiting list until their preferred sessions become available. Session offers are made in line with nursery education funding deadlines and operational capacity. Parents will be notified in writing when a place and sessions can be confirmed.

Nursery Education Funding and Charges

The nursery offers early education in line with the Code of Practice on the Provision of Free Nursery Education Places.

All children become eligible for Nursery Education Funding from the term after their third birthday, provided they are three before the end of March, August, or December. Eligible families may receive up to 15 funded hours per week (for 38 weeks per year). Some children may be entitled to an additional 15 funded hours, bringing the total to 30 funded hours per week, subject to eligibility criteria.

With parental permission, the Nursery Manager and Finance Assistant will submit the funding claim on behalf of families. Where required documentation is not returned by the specified deadline, parents may be charged for the sessions attended until funding is confirmed. Additional nursery sessions may be purchased subject to availability and may be charged where these fall outside funded entitlement.

Registration Fee

A £50 registration fee (deposit) is payable when a place and sessions are offered.

The registration fee will be deducted from the child's first invoice once the place has been taken and the child has started in nursery. If, after sessions have been confirmed, parents decide not to take up the place or request changes to the agreed sessions prior to the start date, the registration fee will not be refunded.

This fee helps to reduce the impact of places being reserved but not taken.

Waiting Lists

When the nursery is full:

- Children who cannot be offered a place will be added to a waiting list.
- Waiting lists are maintained in line with the oversubscription criteria, not simply by date order.
- Being placed on a waiting list does not guarantee a future place.
- The decision of the Governing Body is final in all matters relating to the allocation of nursery places.

Further Information

This policy should be read in conjunction with:

- The Academy's Equal Opportunities Policy
- The Academy's Charging and Remissions Policy

These documents are available from the School office.

For further information or clarification regarding nursery admissions, please contact the Nursery Manager or Finance Assistant via the school office.