

## **Admissions Policy**

To be reviewed Annually.

Policy Agreed October 2024. To be reviewed in October 2025.



### **Aim**

Everton Nursery School and Family Centre are committed to all children and their families having equality of opportunity and working towards including children of all needs. This means opening up access for every child and family to full participation of the early childhood services on site. The aim of this admissions policy is that Everton Nursery School and Family Centre are able to work with all families from the area of the Everton ward and its boundaries which include the Children's Centre reach area as well as children from other areas of the city and beyond.

### **Applying for a Place**

Applications should be made directly to Everton Nursery School and Family Centre by parents/carers and outside agencies.

#### **2-year-old funded places**

Everton Nursery School and Family Centre adopt the Local Authority criteria for two-year-old funded provision with an expectation that parents/carers keep their child/ren at Everton Nursery School until their reception place in order to give continuity for the child.

**2 year old funded places for working parents** – A code is required by the parents to be given to the Nursery School to access 15 hours funded.

#### **2 to 5 year-old places**

Applications for a child aged 2 to 5-years for Everton Nursery School and Family Centre can be received at any time.

**Requesting a place and completing an application form does not ensure that a place may be offered.**

### **Numbers of places available**

There are up to 48 places (24 FTE) in the 2-3s rooms within Heyworth wing (name of 2-3s department). **The ratio is one adult to five children.**

There are 104 FTE places in the 3-5s Nursery School, this equates to 4 classes of 26 FTE in each class, 52 children per wing (Cresswell or Spencer class rooms). The ratio is one adult to thirteen children, one qualified teacher and one qualified Level 3 Educator.

### **How Places are allocated to the Nursery School**

The Nursery School offers 15 hours free early education and free 30 hours places for parents who work (The 15 hours and 30 hours would not be shared between schools). A code is required by the parents to be given to the Nursery School to access 30 hours funded. These places are allocated by date of birth rather than date of admission. The exception to this will be for two year olds who have started in the Nursery School, moving onto the three and four year olds classes.

Parents/carers are informed when their child's place has been allocated.

Breakfast, After School and Daycare sessions are available on request in addition to 15 hours for 2-5s. These are paid for by parents/carers of funded through a 15 hours working parents code. These can be accessed through the Daycare provision. A signed contract and deposit is required before additional sessions can begin.

The ratio is one adult to five 2-3's children and one adult to eight 3-5's children. The adults are staff members the children know already through their Nursery School class sessions throughout the day. Maximum in the After School provision is twelve children to two qualified members of staff.

### **Policy Review**

This policy was reviewed by a group of six Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 8th October 2024 and ratified at the main Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 10<sup>th</sup> October 2024.