

## **Admissions Policy**

To be reviewed Annually.

Policy Agreed May 2018. To be reviewed in May 2019.



### **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.

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

Applications for a child aged 2-5 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 upto 40 places (20 FTE) in the 2-3s rooms within Heyworth wing (name of 2-3s department).

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).

### **How Places are allocated**

The Nursery School offers 15 hours free early education and free 30 hours places for parents who work from September 2017. These places are allocated with a level of flexibility to meet the needs of parents/carers and their children.

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

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

This policy was agreed by the Governing Body of Everton Nursery School and Family Centre on Thursday 17<sup>th</sup> May 2018.