

Admissions Policy

To be reviewed Annually.

Policy Agreed October 2025. To be reviewed in October 2026.



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 to 4 year-old places

Applications for a child aged 2 to 4-years for Everton Nursery School and Family Centre can be received at any time, accompanied by a birth certificate preferable as part of the Nursery School's admission process for non-statutory admissions. Other documents can be provided following Liverpool's compulsory school age admissions code such as a passport.

2-year-old funded places

Everton Nursery School and Family Centre adopt the Local Authority criteria for two-year-old 15 hours 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 and 30 hours funded places.

3-4 year-old funded places

Everton Nursery School and Family Centre adopt the Local Authority criteria for three and four-year-old 15 hours 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.

3 and 4-year-old funded places for working parents – A code is required by the parents to be given to the Nursery School to access 30 hours funded places.

Requesting a place and completing an application form does not ensure that a place may be offered. Reception summer born deferral places are to be made to Liverpool City Council and not to Everton Nursery School. Places in the Local Authority SEND Resource Base are allocated by Liverpool City Council.

Numbers of places available

There are up to 50 places (25 per session) in the 2-3s rooms within Heyworth wing (name of 2-3s department). **The ratio is one adult to five children.**

There are 104 places in the 3-5s Nursery School, this equates to 4 classes of 26 children in each class, 52 children per wing (Cresswell or Spencer class rooms). The ratio is one adult to 13 children, one qualified teacher and one qualified Level 3 Educator.

How Places are allocated to the Nursery School

The Nursery School offers 15 hours funded early education and funded 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.

All 30 hours' sessions are between 8.45a.m. – 3.30p.m. for two to three year olds and 8.45a.m. – 3.15p.m. for 3-4 year olds.

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 and 30 hours for 2-4s. These extra sessions are outside of the funded hours and paid for by parents/carers and 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 ratified at the main Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 9th October 2025.