



**EMMAUS CHURCH OF ENGLAND AND CATHOLIC PRIMARY SCHOOL**  
**ADMISSION POLICY AND ARRANGEMENTS ACADEMIC YEAR 2026-27**  
**Nursery Provision and 30 Hour Entitlement**

Emmaus School is a joint Church of England and Catholic Primary School under the trusteeship of the Diocese and Archdiocese of Liverpool. It is maintained by Liverpool City Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2026, the Governing Body has set its Nursery admissions number at 52 with a morning and afternoon maximum of no more than 26 in each session.

Our principal role as a joint Church of England and Catholic school is to participate in the mission of both the Church of England and Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Christians in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

**30 Hours Provision**

Our nursery provides places for children aged 3 and 4 years. From the age of 3 children are entitled to either the 15-hour Universal Offer or the 30 Hour Extended Offer of free education/care each week. All places are subject to availability. Children are eligible to access the free entitlement to nursery education (15 or 30 hours) at the beginning of the term following their 3rd birthday. The 15-hour offer is universal for all families. The 30-hour offer is available to families who meet the eligibility criteria – for details and to check if you are eligible please visit: <https://www.childcarechoices.co.uk>

30 hour extended offer places are conditional and are subject to a valid code which must be provided to nursery in advance of a place being confirmed and must be reconfirmed every 3 months. More information can be found here: <https://www.gov.uk/30-hours-free-childcare>

**Session times and fees**

The 15-hour universal offer can be taken as 1 of the following options:

- 5 mornings (8.30am – 11.30am), term time only
- 5 afternoons (12.30pm – 3.30pm), term time only

A preference may be requested but cannot always be guaranteed.

- The 30-hour extended offer is 5 days, term time only (8.30am - 2.30pm). With the option of an additional hour (2.30pm – 3.30pm) which is available at an additional cost. This additional charge covers staffing, accommodation, building, materials and equipment costs. Snacks during sessions are provided. Parents are requested to provide their child with a packed lunch, or pay for an optional school hot meal.

Breakfast and Afterschool Clubs may be available for children aged 3 upwards attending both morning and afternoon sessions but this will be dependent on the number of places available. Breakfast Club - 7.45am - 8.30am. After School Club - 3.30pm - 5.45pm. See Charging and Remissions policy on the school website for further details.

**ADMISSIONS TO THE NURSERY SCHOOL** will be determined by the Governing Body. If you wish to have your application considered you should complete the Nursery Admission Form which is available from the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available (including the 30-hour offer), the following set of **OVERSUBSCRIPTION CRITERIA** will be applied:

1. Children in public care and previously looked after children.
2. Baptised Church of England and Catholic children living on the Croxteth Park Estate who have a sibling in the school at the time of admission.
3. Baptised Church of England and Catholic children living on the Croxteth Park Estate at the time of admission.
4. Other baptised Church of England and Catholic children who have a sibling in the school at the time of admission.
5. Other baptised Church of England and Catholic children.
6. Children from other Christian denominations living on the Croxteth Park Estate at the time of admission. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths living on the Croxteth Park Estate. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children on the Croxteth Park Estate.
9. Children whose parents/guardians have expressed a preference for the school.

If there are more applicants than places in criteria 2-9, the tie-break will be via a random allocation process. The random allocation process will be supervised by a person not

otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the school Governing Body.

The Governing Body intend that in following the admission process, equal numbers (26) will be allocated to each denomination. Therefore, the random allocation process will be done separately for both the Catholic and Church of England applicants. However, if there are less than 26 applicants from one denomination the remainder will be allocated to the other denomination.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered place without using the admission criteria and will count as part of the school's published admission number.

**Notes:**

- a. All applications will be considered at the same time after the closing date. Any applications received after this date will be treated as late applications and will not be considered until after the main application of places has taken place.
- b. Criteria 1. includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children 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.
- c. For a child to be considered as a Catholic or Church of England evidence of a Catholic or Church of England Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until the end of the relevant academic year of the admissions process. If there are more applicants than places in criteria 2-9, the tie break will be via a random allocation process. The random allocation process will be supervised by a person not otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the school Governing Body.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. In the event of under-subscription in our Nursery, children whose 3<sup>rd</sup> birthday falls between the 1<sup>st</sup> September 2026 and 31<sup>st</sup> December 2026 may be eligible for a place in Emmaus Nursery starting in the spring term in January 2027. Children whose 3<sup>rd</sup> birthday falls between 1<sup>st</sup> January 2027 and 30<sup>th</sup> April 2027 may be eligible for a place in Emmaus Nursery starting in the summer term 2027. This application process will have a closing date of 31<sup>st</sup> October 2026. This will not affect your other offer of a nursery place starting September 2027. Please note that a

place in the Nursery does not guarantee a place in the reception class.

- i. The school serves in the first instance baptised Church of England and Catholic children living on the Croxteth Park Estate. The governors define Croxteth Park Estate as all those properties on, enclosed by, off Fir Tree Drive North and Fir Tree Drive South and those properties off Abbeyfield Drive or directly off (map attached – all properties within the border).
- j. Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim on residence in the catchment area), which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the place. The application will be considered afresh and a right of appeal offered if a place is refused.
- n. In the event that a child who is other than baptised Church of England or Catholic is admitted under criterion 1 of the oversubscription criteria or by reason of having a Statement of Special Educational Needs or Education Health Care Plan that names the school, a place will be offered as required by the Admissions Code. The impact on the remaining number places available for baptised Church of England or Catholic children following any such admissions will be addressed on the basis of random allocation following each incidence of admission. Therefore, any such admission to the school will – by random allocation – account for one of the 30 places available to either baptised Church of England or Catholic children.

### **Payments and Validation Funding Codes**

- Parents offered a 30-hour place for their child will need to provide school with a valid eligibility funding code before the place can be confirmed.
- It is the sole responsibility of parents to apply for and provide their 30 hours offer eligibility code to school and to re-confirm their eligibility using their HMRC online account every 3 months (or as directed by the HMRC) in order to maintain their 30 hours, offer place at Emmaus Nursery School.
- Parents who fail to reconfirm their eligibility will be required to pay for the additional 15 hours or forfeit the additional 15 hours session which will then be offered to the next child on the waiting list.
- For parents no longer meeting the criteria for the 30-hour offer we will withdraw the secondary 15 nursery hours and they will be offered to the next child on the waiting list.
- All fees (lunch and additional sessions) are payable when your child/ren is absent due to sickness or holidays. This is to retain your child's place at nursery.

Attendance at nursery does not guarantee admission to Emmaus Primary School.

\*All prices and sessions are subject to review by the School and Governing Body

Parents are required to complete an Application Form which can be found on our website <https://www.emmausschool.co.uk/admissions/>

Every effort will be made to accommodate preference but it cannot be guaranteed. If you are unable to complete the application online, please call into the school office who will be able to assist you.

