



Chelsea Open Air Nursery School
Admissions Policy

The policy above will be monitored and evaluated following the policy cycle at
Chelsea Open Air

Date of establishment: 1996

Date of Last Review: 2017

Date of next Review: 2018

Approved by *Governors* on:

Signed on behalf of Chelsea Open Air Nursery school: _____

Singed on behalf of the *Governing Body*: _____

**ROYAL BOROUGH OF KENSINGTON AND CHELSEA
CHELSEA OPEN AIR NURSERY SCHOOL - ADMISSIONS POLICY**

Chelsea Open Air Nursery School offers up to 70 funded nursery education places for children of three and four years of age. These are nursery education places which are offered free of charge during term time only for 15 hours per week. Some of our places will be funded for full time or 30 hours. All places will be offered based on criteria set by the local authority:

The 15 hour places are offered over five half days, either morning (8.45am to 11.45am) or afternoon (12.45pm to 15.45pm). Parents can request their preference. We will try to meet parental preference however it is not guaranteed.

We offer extended day services for children wishing to attend for the full school day (beyond their 15 hour allocation) from 8.45am to 3.45pm each day. We also offer an After School Club from 3.45pm to 5.00pm. There is a charge for the extended day and places are limited.

The academic year runs from September to August so children will be admitted the September after their third birthday. Where required by the nursery, places will be filled at other times during. Any vacancies during the academic year will be filled according to the admissions criteria.

Chelsea Open Air Nursery School always has more applications than places available so is unable to offer a place to every parent who applies. Places are therefore offered in the following order of priority.

Category A:

1. Children who are in the care of the local authority
2. Children who have an Educational Health Care Plan or a Statement of Special Educational Needs which names the school
3. Children who are considered "in need" under the 1991 Children's Act (Appendix A)
4. Children who are eligible for free school meals
5. Children with parents working in the services
6. Priority for the above criteria is given to those living in Chelsea Riverside Ward
7. Children Already attending COA

Category B:

1. Children who live in Chelsea Riverside Ward
2. Children who have a sibling attending COA at the time of entry

Category C:

1. Children who live in other parts of the Royal Borough of Kensington and Chelsea
2. The preservation of a balance between the number of full-time and part-time places available at the school, balance of boys and girls, age of child
3. Distance of the child's home to the school. Measurement of the distance will be over a straight line distance.

4. Children who have previously had siblings attending COA
5. Children who regularly access our Community Programme

30 Hour Places

We have a limited number of 30 hour places. To qualify for a 30 hour place parents must meet the following criteria:

- All parents in the household work the equivalent of 16 hours a week and earn at least £115.20 per week (if over the age of 25) and £107.20 per week (if between the ages of 21-24).
- No one parent in the household earns over £100,000.
- Child lives no more than two miles from the chosen nursery.
- Both parents are employed, but one or both parents are temporarily away from the workplace on parental, maternity, paternity or adoption leave.
- Both parents are employed, but one or both parents are away from the workplace on statutory sick pay.
- One parent is employed and one parent is disabled or incapacitated based on receipt of special benefits.
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring.

As places are limited our 30 hour places offered will be subject to our admissions criteria.

It is for the Head Teacher and Admissions Panel to judge the balance between educational, medical and social needs on individual applications.

When exercising professional judgement on the educational, medical and social needs of individual applicants, the Admissions Panel and Governors will consider the child's specific cognitive, physical or linguistic needs and where relevant a child's family circumstances.

The Head and Admissions Panel will also take into account advice offered by other relevant professionals for example; Social Workers, Health Visitors, Speech & Language Therapists etc.

NURSERY SCHOOL PROCEDURES

Children can be registered on the waiting list at two years of age. An appointment may then be made to visit the school and discuss the provision available for children.

To register on the waiting list parents are required to complete the Chelsea Open Air Nursery School Education Admission Form and ensure that proof of address is provided (e.g. council tax bill or utilities bill), any additional qualifying circumstances (e.g. income support book, letter from a professional etc) and a copy of the child's birth certificate.

The waiting list will be considered in the Spring Term and places will be offered over the Easter Break.

Successful applicants will be notified by letter prior to admission. Names of children not offered a place will remain on the waiting list.

Any applications received after the first panel meeting will only be taken into account if the list is considered a second time.

Places will be continued to be offered until all spaces are full.

Children will not be offered places for less than two terms in the nursery, unless transferring from another maintained nursery school, or are considered a child in need.

The Head Teacher has the ultimate responsibility for the allocation of places; though all applications are considered by a panel of relevant staff.

Appendix A

Childrens Act 2nd Addition October 1991

The Act (Part III, S.17 ff) defines a child to be 'in need' if:

- he/she is unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision of services by a local authority;
- his/her health or development is likely to be significantly impaired or further impaired without the provision of such services;
- he/she is disabled (disability being already defined in existing legislation).

The above definitions are deliberately wide in order to reinforce the Act's emphasis on preventative support and services to families. Terminology: 'development' means physical, intellectual, emotional, social or behavioural development. 'Health' means physical or mental health. A child is a person under 18 years of age. Local authorities are not expected to meet every individual need, but must identify the extent of need and make decisions on priorities for service provision in their area.