



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: 2018

Date of next Review: 2021

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 Government funded nursery education places for children of three and four years of age. These places are offered free of charge during *term time only* for 15 and 30 hours per week depending on your circumstances. The criteria for this allocation are set by the Government.

The Government funding is intended to deliver 15 universal and extended 30 hours entitlement per week of funded, high quality education. It is not intended to cover the cost of meals, other consumables, additional hours or additional services.

Places are offered out during the second half of the Spring-Term. To secure your place you will need to return the 'Offer and Agreement' form before the stated date and where required, pay a deposit.

### **15 Hour Places**

The 15 hour places are offered over five half days, either morning (9.00 am to 12.00am) or afternoon (1.00pm to 4.00pm). Parents can request their preference. We will try to meet parental need however it is not guaranteed. There is an option to increase your child's hours for a fee. Please see below.

### **30 Hour Places**

We have a limited number of 30 hour places. This runs term-time only, Monday to Friday 9.00am-3.00pm. A deposit of £400 is taken to hold the place and is refunded at the end of the academic year. If your child leaves before this time you will forfeit your deposit. In some family circumstances and at the discretion of the Senior Management Team a deposit may be waived.

To check your eligibility for 30 hours, you will need to meet the criteria below and apply through the online website: [www.rbkc.gov.uk/childcarechoices](http://www.rbkc.gov.uk/childcarechoices). If you meet the requirements you will be issued with a voucher. You will be able to do this the term after your child turns 3. This code will be checked once each term during their enrolment in the nursery. It is the parents /carer's responsibility to ensure the voucher remains valid otherwise they may lose their funded place.

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.
- 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.

Additional hours for the Core School Day or via our Breakfast & After School Club are available for a fee. For more information please see the 'Additional Hours' section.

### Additional Hours

15 or 30 hours are totally free. However paid additional hours are available. Priority for paid services goes to working parents. This works on a first come first served basis.

All of the following options are paid services.

Options:

#### 15 hours place

Additional Service	Time	Cost per session	Refundable Deposit
Breakfast Club	8.15am-9.00am	£7.50	£50
Full Core Day	9.00am-4.00pm	£32.00	£400
After School Club	4.00pm-5.00pm	£10.00	£100

#### 30 Hours place

Additional Service	Time	Cost per session	Refundable Deposit
Breakfast Club	8.15am-9.00am	£7.50	£50
Additional Daily Hour	3.00pm-4.00pm	£10.00	£100
After School Club	4.00pm-5.00pm	£10.00	

### 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.

The Headteacher/Admissions Panel will take into account the preservation of a balanced cohort, for example between the types of places available at the school, balance of boys and girls, age of child etc.

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 that 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 Children with parents working in the services
5. Children who qualify for the 30 hours free education & childcare
6. Children Already attending COA
7. Children who have a sibling attending COA at the time of entry
8. Children who regularly access our Community Programme

## **Category B**

1. Distance of the child's home to the school. Measurement of the distance will be over a straight line distance.
2. Children who have previously had siblings attending COA

The Head Teacher and Admissions Panel will:

-Judge the balance between educational, medical and social needs on individual applications.

-Exercise professional judgement on the educational, medical and social needs of individual applicants, the Admissions Panel and Governors will consider the child's specific needs and where relevant a child's family circumstances.

-Will take into account advice offered by other relevant professionals for example; Social Workers, Health Visitors, Speech & Language Therapists etc.

-Reserve the right to adjust or waive deposit fees in relation to the specific needs of a family, where this may prevent a child taking a place.

-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. Any vacancies during the academic year will be filled according to the admissions criteria.

## **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 accordingly.

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.

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

## Admissions Primary School

Children usually start Reception class in the September after their 4<sup>th</sup> birthday. Applications for these places should be applied for through Kensington and Chelsea's online school admission process by the end of January the year they would start.

## Summer Born - Starting School

Children born between 1<sup>st</sup> April and 31<sup>st</sup> August are classed as a 'summer born' child. Parents of these children have the right to request to defer their application to start in Reception if the parent feels their child might not be ready to start school. Parents who wish to defer must ensure they still go through the normal Borough's application process as well as notify them of their decision to defer their child's entry.

If the parent of a 'summer born' child wishes for them to keep their nursery place at Chelsea Open Air for another year rather than moving onto a Reception class, this must be discussed with the Headteacher and be formally put into writing with the reasons for them to remain in nursery **before the end of the Spring term**. Each case will be discussed with the Senior Management Team and Governor's to ensure the best learning outcome for the child. A request does not guarantee a continued place.

## Appendix A

Childrens Act 2<sup>nd</sup> 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.