



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: 2019

Date of next Review: 2020

Approved by *Governors* on:

Signed on behalf of Chelsea Open Air Nursery School: _____

Signed 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 nursery education places for children from Rising Three to five 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. Government funding starts the term after your child turns 3 years old. Some Rising Threes may qualify for 15 hours funding. The criteria for this allocation is set by the Government.

The Government funding is intended to deliver high quality education. It is not intended to cover the cost of meals, other consumables, additional hours or additional services. Our main admissions take place each September, 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.

Places are also filled throughout the academic as and when they become available. For example there is often a January intake.

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 offer 30 hour places. This can be taken 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 first half term of attendance. 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. 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 for 3 & 4 year olds (Starting the term after they turn 3). 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

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

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 generally 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.

Rising Threes

As of September 2019 Chelsea Open Air will provide places for a limited number of 'Rising Threes'

'Rising Threes' are children who are turning three within the academic term that they start Nursery.

When does your child become a Rising Three?

D.O.B- turning 3 within these dates.	Academic Term they are considered a Rising Three
1 ST September-31 ST December	Autumn Term
1 ST January-31 ST March	Spring Term
1 ST April- 31 ST August	Summer Term

Rising Threes do not receive funding for education in the same way that three and four year olds do, therefore the admissions process is slightly different. The school does not receive government funding for 15 or 30 hour places until the academic term **after** a child turns 3. Therefore a fee will be charged or parents can apply for 2yr old funding.

Option 1: Free early learning for 2 year olds

Who is eligible?

To qualify for a funded place families must be in receipt of one or more of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- Tax credits and you have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- They're looked after by a local council
- They have a Education, Health and Care Plan (EHCP)
- They get Disability Living Allowance
- They've left care under a special guardianship order, child arrangements order or adoption order

Chelsea Open Air offers this entitlement the term your child turns Three.

If you are eligible for funding please apply for a place using the RBKC Government website- see the link below;

<https://www.rbkc.gov.uk/2yo/>

Option 2: Paid places

We offer 15 hour places Monday to Friday 9.00am-12.00pm.

There is also an opportunity to pay for additional hours, extending the day from 9.00am-4.00pm.

Hours	Cost	Deposit
15 hours: Monday to Friday 9.00am-12.00pm.	£150 per week (£30 per day)	£400
Full day : 9.00am-4.00pm	£70 per day (£350 week)	£700

These costs apply for one term only as the term after your child turns three they become eligible for 3 & 4 year old funded 15 or 30 hour places. (Please see above in policy)

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 Admission Form.

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.

Once a place had been offered parents will be required to provide; proof of address (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.

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 4th 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 1st April and 31st 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.

Information obtained during the admissions process is stored securely in line with our Privacy Policy & Notices.

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.