



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: 2023

Date of next Review: 2024

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. Places are offered over 5 days, Monday to Friday, term time only.

Places are offered free of charge for 15 and 30 hours per week depending on your circumstances. Government funding starts for all children 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.

Any available places will be filled throughout the academic year as and when they become available. For example, there may be a January intake.

There are current and upcoming changes to how childcare is offered. An overview is outlined below:

Starting from April 2024, existing childcare support will be expanded in phases. By September 2025, most working families with children under the age of 5 will be entitled to 30 hours of childcare support. The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

- From **April 2024**, eligible working parents of 2-year-olds will be able to access 15 hours childcare support.
- From **September 2024**, 15 hours childcare support will be extended to eligible working parents of children from the age of 9 months to 3-year-olds.
- From **September 2025**, eligible working parents of children under the age of 5 will be entitled to 30 hours of childcare a week.

Places offered at Chelsea Open Air

Children Aged 3 & 4 (From the term after their third birthday)

15 Hour Places

All children are entitled to a 15 hour place the term after their third birthday. 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. You may be entitled to a 30 hour place and there is also 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

Academic Year. If you withdraw your child from Nursery within the Academic Year we require six weeks notice. If you leave before this notice period 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 use a 30 Hour Voucher the term after your child turns 3. You can apply for the code before this.

Your 30 Hour 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.**

You must give the School your 30 Hour Voucher Code before your child starts:

- September start: Code shared by the 31st August
- January start: Code shared by 31st December
- April start: Code shared by 31st March

If we do not receive your code in time you will not be able to access the 30 Hour Funding. You will then only be able to access your 15 hour free place and will need to pay fees for any additional hours. Your deposit would be retained or transferred as a deposit for paid services.

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.

15 hours place Mon - Fri 9.00am - 12.00pm or 1.00pm - 4.00pm. No deposit is required for a 15 hour place.

All of the following options are paid services.

Additional Service	Time	Cost per session	Refundable Deposit
Breakfast Club	8.15am-9.00am	£7.50	£50
Full Core Day	9.00am-4.00pm	£40 + Lunch	£400
After School Club (Except for 30 hour funded)	4.00pm-5.00pm	£10.00	£100

30 Hours place Mon - Fri 9.00am - 3.00pm
Deposit for place: £400

Additional Service	Time	Cost per session	Refundable Deposit
Optional Additional Daily Hour	3.00pm-4.00pm	£10.00	£100

Rising Threes

Chelsea Open Air provides places for '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.

Option 1: Free early learning for 2 year olds (RBKC Busy 2's)

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

- 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 an 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/>

If you're a non- UK citizen who cannot claim benefits

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

Check with your local council if you're unsure if you can get free childcare.

Option 2: 15 Hours Childcare Support for eligible working parents

Who is eligible?

- You, and any partner, must each expect to earn (on average) at least £167 per week (equal to 16 hours at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You **can't** get either 15 or 30 hours childcare if you, or your partner, each **individually** expect to earn £100,000 adjusted net income or more.
- Eligible working families can get up to 30 hours childcare. This cannot be used in addition to the 15 hours available for all 3 and 4 year olds.

Option 3: Paid places for Rising Threes

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
Full Core Day 15 hours funded place plus additional hours. 9.00am-4.00pm	£40	£400

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)
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.

BREAKFAST & AFTER SCHOOL CLUB FOR ALL CHILDREN

Additional Service	Time	Cost per session	Refundable Deposit
Breakfast Club	8.15am-9.00am	£7.50	£50
After School Club (Except for 30 hour funded)	4.00pm-5.00pm	£10.00	£100

Chelsea Open Air Nursery School Procedures

Children can be registered on the waiting list at two years of age. Saturday Open Mornings run each term for prospective families to visit the School.

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/email 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 has 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 continue 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.

Request for admission outside the normal age group (Summer Born

<https://www.gov.uk/government/publications/summer-born-children-school-admission>)

Parents may request that their child be educated out of his/her chronological age group and defer entry into Reception. Such requests must be made in writing to the Chair of Governors and Headteacher at the time of main school admission into reception (Easter Term). Decisions on request for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the school admissions code, this will include taking into account:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

In addition, the school advises parents to inform the Local Authority School admissions team in regards to deferring entry and their reasons.

Admissions Primary School

Children 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 in the year they would start.

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

Admissions Criteria

The Nursery currently has places for up to 70 children. If there are more applications than places available, the Headteacher / Admissions Panel will decide on the basis of the following considerations:

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, special educational needs etc.

- Children who have an Educational Health Care Plan that names the School
- Children in Public Care, also know as 'Looked after Children' in care of the local authority and children who have been adopted
- The exceptional educational, medical or social needs of the child. In exercising judgment on this, the Headteacher will consider the child's cognitive, physical and linguistic needs, as well as family circumstances. Evidence must be provided by

professionals, such as social workers, health visitors or education welfare officers, in order for the Headteacher to take these needs into consideration.

- Children who qualify for a funded 2 yr old place (RBKC Busy 2's)
- Children who have a sibling attending COA at the time of entry
- Working parents who qualify for qualify for the 3 & 4yr old 30 hours free education & childcare and 2 Yr old 15 Hours for working parents
- Children living closest to the school. Distance will be measured 'as the crow flies.' Accessibility by car or public transport will be disregarded.
- 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 throughout the year. Any vacancies during the academic year will be filled according to the admissions criteria taking into account the existing cohort.

- It is not our practice to offer places to children for less than two terms, exceptions may be made after consideration by the Headteacher/Admissions panel.