



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: 2025

Date of next Review: 2026

Approved by Governors on: 5th March 2025

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.

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:

HELLO
parents

Are you looking for childcare for your little ones?

Whether it's a nursery or childminder, you might be eligible for support with the cost of childcare!

families@rbkc.gov.uk / families@westminster.gov.uk

Funded childcare support includes:

- From 9-months-old: 15 hours for eligible working families
- 2-year-olds: 15 hours for eligible low-income or for eligible working families
- 3 and 4-year-olds: 15 hours for all and 30 hours for eligible working families
- Tax-Free Childcare for eligible working families

Find out more and apply:
www.rbkc.gov.uk/childcare
www.westminster.gov.uk/childcare

ROYAL BOROUGH OF KENSINGTON AND CHELSEA City of Westminster

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 9.00 am to 12.00pm.

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. These 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: <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>. If you meet the requirements you will be issued with a voucher.

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.

There is also an opportunity to pay for additional hours, extending the day from 8.15am-5.00pm. The paid additional services could be for the Core School Day or via our Breakfast & After School Club

Services Provided

Fees for 3 & 4 Year Old Places			
Service	Time	Cost per session	Refundable Deposit & Signed Contract
15 Hour funded place	Monday to Friday 9.00am-12.00pm	No fee	No deposit/contract
Full Core Day including 15 hour funded place	9.00am-4.00pm	£40 + Lunch	£400
30 hours funded	Monday to Friday 9.00am-3.00pm.	Valid Voucher Code + Lunch cost	£400
Optional Additional Daily Hour for 30 Hour Place	3.00pm-4.00pm	£10.00	£100
Breakfast Club	8.15am-9.00am	£7.50	£50
After School Club	4.00pm-5.00pm	£10.00	£100 (Not required in addition to 30 Hour deposit)

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.

- **Free early learning for 2 year olds (RBKC Busy 2's)**

Who is eligible?

https://search3.openobjects.com/mediamanager/biborough/directory/files/busy_2s_eligibility_criteria.pdf

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/>

- **30 Hours Childcare Support for eligible working parents**

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: <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>. If you meet the requirements you will be issued with a voucher.

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 the paid additional services.

- **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 8.15am-5.00pm. The paid additional services could be for the Core School Day or via our Breakfast & After School Club

Services Provided

Fees for Rising Threes			
Services	Hours	Cost	Deposit
15 hours Busy 2's	Monday to Friday 9.00am-12.00pm.	Valid Voucher Code	N/A
15 hours	Monday to Friday 9.00am-12.00pm.	£180 per week (£36 per day)	£400
30 hours funded	Monday to Friday 9.00am-3.00pm	Valid Voucher Code + Lunch cost	£400
Optional Additional Daily Hour for 30 hour funded	3.00pm-4.00pm	£12.00	£100
Busy 2's Full day including 15hrs funded	9.00am-4.00pm	£48 per day + Lunch cost (£240 per week + Lunch cost)	£400
Full day	9.00am-4.00pm	£84 per day + Lunch (£425 per week + Lunch cost)	£700
Breakfast Club	8.15am-9.00am	£9	£50
After School Club	4.00pm-5.00pm	£12.00	£100 (Not required in addition to 30 Hour deposit)

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 (Spring 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 known 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 2, 3 & 4yr old 30 hours free education & childcare 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 wave 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.