



**CHELSEA OPEN AIR NURSERY SCHOOL  
AND CHILDREN'S CENTRE**

**ADMISSIONS POLICY**

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## ROYAL BOROUGH OF KENSINGTON AND CHELSEA

### CHELSEA OPEN AIR NURSERY SCHOOL AND CHILDREN'S CENTRE- ADMISSIONS

**Chelsea Open Air Nursery School** has 48 places for children of three and four years of age. These are education places which are offered free of charge during term time only between the hours of 9am and 3.30 pm. You should contact us in order to place your child's name on the waiting list. Please note that the length of time on the waiting list does not give priority over later applicants.

**COA Plus (as part of the Children's Centre provision)** offers breakfast and after school provision and holiday play schemes for children of the Nursery School and children of families resident in the Cremorne area plus other deprived pockets for 48 weeks of the year. 18 places are available and priority is given to children who have secured one of the places provided at the school who live in the Cremorne area. A charge is made to parents for the places at COA Plus. Details of the charges are available from the COA Plus Leader of Care and Well Being. Additional COA Plus places are available to children aged 0-3 years through the Network Childminder scheme attached to COA. Details of this scheme are available from COA.

Admissions to the Nursery School usually take place in September and January, though if a vacancy occurs admissions may also be made at other times. The number of admissions at each point of intake will be decided so as to maintain a balance of three and four year olds and of girls and boys.

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

**A. Children who are in the care of the local authority or who have a statement of special educational needs which names the school.**

**B. Children who live in Cremorne Ward or the designated pockets of disadvantage in the locality of Chelsea Open Air Nursery School and who meet the following conditions:**

- they are from households which are eligible to claim the childcare element of the working families tax credit, student support or employment strategy support for childcare; and/or
- are cared for by a childminder who is a member of the Network Childminder scheme attached to the Nursery School.

If there are more than eighteen applicants for places in category B, the Headteacher in conjunction, if necessary, with the Executive Director of Family and Children's Services will offer places after a consideration of the factors listed under category C below.

An applicant in category B who is not offered a place will automatically be considered for a place on the same basis as other category C applications (see below).

**C. (Up to 30 places) Children who live in Cremorne Ward or other parts of the Royal Borough of Kensington and Chelsea.**

If there are more applicants in category C than there are places available, the Headteacher (in conjunction if necessary with the Executive Director for Family and Children's Services) will offer places having considered the following factors.

- The preservation of a balance between the number of full-time and part-time places available at the school, **balance of boys and girls** and the number of three

- and four year olds already in the school.
- The educational, medical and social needs of the child.
- The nearness of the child's home to the school. Measurement of the distance will be over a straight line distance (as the crow flies) as calculated by the Royal Borough using its electronic GIS system. Accessibility by private care or public transport will be disregarded.

It is for the Headteacher to judge the balance between educational, medical and social needs on individual applications.

In exercising his/her judgement on the educational, medical and social needs of individual applicants, the Headteacher will have regard to the child's specific cognitive, physical or linguistic needs and to family circumstances.

The Headteacher will also have regard to advice offered by social workers, health visitors and education welfare officers and the availability of places at other under-fives facilities in the area.

### **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 please complete the registration form attached and ensure that you provide proof of address (e.g. driver's licence, council tax bill, utilities bill etc) any additional qualifying circumstances (e.g. income support book, letter from a professional etc) and a copy of the child's birth certificate

Families will be notified if they have a place firstly by telephone and secondly by letter during the term before the child is due to start. Parents are welcome to contact us to enquire about places before the starting date, as we do not notify them if a place is not available.

No child may start nursery before their third birthday and it may be some time after this, depending on the length of the waiting list. **Parents or carers will be asked to bring the child's birth certificate in order to guarantee fairness.**

- Children will not be offered places for less than two terms in the nursery, unless transferring from another state nursery school or class.
- Children are admitted to either a morning or afternoon session and will stay in that session until they are offered a full time place.
- Children already on the waiting list and transferring from another state nursery school or class may transfer to the same original application date on the COANS waiting list.

### **COA PLUS PROCEDURES**

Priority is given to pupils who have secured one of the places provided at the school and who live in Cremorne ward and other named deprived pockets of need in the south of the Royal Borough.

- Children will not be offered a place for less than one day per week for at least half a term.
- Children may apply to attend Breakfast club, After school club or Holiday play scheme or any combination of the three.
- If a child is ill or absent for any reason fees will still be chargeable unless there are

extenuating circumstances.