

# Thomas Coram Centre



## Admissions Policy & Procedure

January 2020

Policy adopted and agreed by the schools Governing Body: January 2020  
Reviewed bi- annually.

## **Admissions to the centre are based on the following Camden criteria:-**

- Direct London Borough of Camden referrals- Children who are "looked after" by a local authority or adopted children who were previously "looked after". Children assessed by the local authority as being in need according to the terms of the Children Act or as having special educational needs likely to result in an Education Health Care Plan under the Education Act, where the assessment concludes that their needs would be best met by this school.
- Sibling in the centre
- Proximity to the centre

At Thomas Coram we offer a wide range of options for children to attend and benefit from nursery education.

We offer places for toddlers (children who are aged two to three years old).

We also run two Kindergarten Nursery classes for children who are three and four years old (as determined by government criteria, children are admitted into the kindergarten the term after their 3<sup>rd</sup> birthday).

We offer term-time, all-year round and extended-day places.

## **Number and types of places offered in each age phase:**

### **Toddlers**

There are two Toddler rooms with 16 children in each room. Staff work to government determined ratios of one adult to 4 children.

Toddlers (2-3 years)	12 places	Fee paying places
Toddlers (2-3 years)	20 places	2 Year Scheme Places

Total number of places - 32 places

We offer part-time places in Toddlers however these are limited and have to match perfectly, for example a child who has a Monday and Tuesday place shares with another child who has Wednesday, Thursday, Friday core holiday 9.30am-3.30pm.

### **Kindergarten**

There are two Kinder or Nursery classes with up to 48 children in each class-wing. Staff work within government determined ratios of one adult to 13 children with a qualified teacher in each class.

## Extended-Day/ Extended Year

A number of Extended day/year places (8.30am-5.30pm /46 or 39 weeks per year) and Core holiday places (9.30am-3.30pm /46 or 39 weeks per year) are also available subject to staffing ratios.

**Notes:** The centre has one major admission time in September as Camden's policy is one point of entry to Reception class. Children are also admitted at the start of the Spring and Summer terms depending on their date of birth and the availability of spaces.

## **Free entitlement to 15 hours of nursery education for two year old children**

Two-year-old children can get free early education and childcare if their parent/carer is in receipt of one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- 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 are looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

## **Free entitlement to nursery education for three and four year old children- Universal offer**

All 3 to 4-year-olds in England can get 570 hours of free early education per year. At Thomas Coram it is taken as 15 hours a week for 38 weeks of the year.

## **The extended offer of 30 hours for some working parents of 3&4 year olds**

An additional 15 hours of free early education for 3 and 4 year olds, on top of the statutory offer, is available for working parents. It offers up to 1140 hours a year whilst the parents continue to be eligible. Parents will be required to confirm their eligibility with HMRC and re-confirm every 3 months.

**Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:**

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.

Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If one or both parents is/are a non-EEA national, the parent applying must have recourse to public funds

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- If one or both parents is/are a non-EEA national and the parent applying does not have recourse to public funds.

## **The New Enhanced Camden Offer for 3&4 year olds**

An additional 15 hours of free early education for 3&4 year olds on top of the statutory offer that is targeted at the most disadvantaged children. This is a Camden enhanced scheme and is for Camden resident children who meet the eligibility criteria. It offers 30 hours per week up to 1140 hours per year.

## **Appendix**

### **Frequently Asked Questions -**

#### **How do I apply for a place for my child?**

Applications for a place at Thomas Coram Centre should be made directly to the school.

#### **When can children start?**

- Children can be admitted to **Toddlers** places from 2 years old
- Children can be admitted to **Kindergarten** places from the term after their 3rd birthday

#### **When will I get a place?**

It is not possible to say when individual children will get a place as it depends when we have a vacancy for a particular type of place in a particular age group, and whether there are children on the waiting list who have a higher priority. We have one main intake of children each year in September and this is when you are most likely to be offered a place.

#### **When are places allocated?**

We allocate the places for the September intake in the preceding May so this is the best time to ask about the likelihood of getting a place.

#### **What happens when a vacancy occurs?**

When a vacancy occurs for a particular type of place and age group we go through the waiting list and see if there is someone wanting this.

#### **What happens when there are too many children for the number of places available?**

When there are more children than we have vacancies for in an age group wanting a particular type of place we use the following criteria to decide who will get the place or places:

- First      The children who are in particular need of a place, having been referred to us by Camden Local Authority.
- Second     The children who have a brother or sister here already.
- Third      The children who live closest to the Centre.

#### **When will you take me off the waiting list?**

We will take you off our waiting list if you tell us you no longer want a place. Otherwise we will keep you on the list until your child reaches the age when they start primary school. However, it is very rare that we have vacancies for children who are almost school age.

#### **How much will it cost?**

There are different fees depending on the type of place you want and your income. For the most up to date information please ask for the fees sheet at reception.

**What happens if you are able to offer me a place?**

If we are able to offer you a place, we will contact you by phone and letter. **Please tell us if your phone number or address change.** We will give you 2 weeks to respond to our letter. If you think you will be away when we are offering places, let us know in advance if you will accept a place. If you wish to accept the place offered, please return the form with the deposit requested, which will secure your place. If you haven't heard from us by the end of June then it is unlikely that we will be able to offer you a place for the September intake, although there are often late changes so that this is not absolute.