

Thomas Coram Centre and Nursery School

Admission Policy & Procedure



Thomas Coram Centre and
Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Spring 2022	Next review: Spring 2024
Reviewed bi-annually	

Admissions to Thomas Coram 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 currently in the school
- Proximity to the school

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) as determined by government criteria, children admitted through the two-year government funded scheme are admitted into Toddlers the term after their 2nd birthday.

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 3rd birthday).

Throughout the nursery school, 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.

Total number of places - 32 places

We offer full-time and part-time places in Toddlers. Part-time places however 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.

Kindergarten

There are two Kinder or Nursery classes with up to 52 children in each class. 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: Children are generally admitted at the start of the Autumn, 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 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. As a maintained nursery school, all children are required to attend the nursery class for a *minimum* of 5 mornings each week.

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 hour's 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 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.

The majority of children in Kinder stay for lunch (12.30-1.30). We are fortunate in having our own catering team who produce home cooked food for children each day. We work with Health Improvement Practitioners at Camden Council who review our menus and provide training for the staff team. Many families are eligible for free school meals and everyone should apply for the funding. Visit the following website to apply: - <https://www.camden.gov.uk/free-school-meals>.

How to apply for a nursery place at Thomas Coram

We ask parents to either complete the application form on our website and email the school (admin@thomascoram.camden.sch.uk) or call into the school and complete an application form any time between 9.00am-5.00pm. We hold regular visit sessions where prospective parents and carers are invited into the nursery to see the provision we offer and ask any questions you may have. We strongly recommend parents and carers contact the school to arrange a visit by calling 020 7520 0385.

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 (fee paying) or children admitted through the two-year government funded scheme are admitted into Toddlers the term after their 2nd birthday.
- 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.

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 nursery school.

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 see the Fees page on our website or enquire at our 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. We will usually 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.