

POLICY FOR ADMISSIONS

The Chelsea Nursery and Cameron Vale School

Date Reviewed: Summer Term 2024

Next Review: Summer Term 2025

Revision number: 7

Reviewed by: AM

The Chelsea Nursery and Cameron Vale School is a co-educational nursery and day school for children aged 6 months to 11 years.

- The main point of entry into the nursery is the Baby Room from 6 – 24 months or into the Nursery Class aged 2 upwards. The Baby Room has a maximum capacity of 6 babies and the Nursery has a maximum capacity of 18 children during each session.
- The main entry point to the school is in Reception i.e. the September after the child's 4th birthday. There are normally 20 places available at Reception age each academic year.
- Entry to the school at a later stage is dependent upon available places.

Families interested in the school may enquire directly in person, by telephone, via email or through the website in the first instance. Prospective parents will be invited to attend an open day or come for a private tour at their convenience to see the school and meet the Headmistress and Nursery Manager.

REGISTRATION

Parents keen to continue with their application, must complete and return the registration form for [The Chelsea Nursery](#) or [Cameron Vale School](#). The registration will be complete once the form and the registration fee has been received by the finance team.

We encourage all families to register their interest as soon as possible.

STAY AND PLAY SESSIONS

Babies and children applying for The Chelsea Nursery will be invited to come to school for a stay and play session with their parent/s usually within the term prior to entry. We will process applications in order of when the registration was received. Parents must provide the school with any paediatric reports regarding specific needs and an Early Years reference request will be sent to the child's current nursery setting if applicable.

- Babies will visit for 30 minutes
- Nursery applicants will visit for an hour
- Parent to stay with their child for at least the first session

SCHOOL READINESS ASSESSMENTS

For children joining Cameron Vale School in Reception, they will be invited to come for a school readiness assessment in the Summer Term, a year prior to entry. We will process applications in order of when the registration was received. Children are encouraged to bring with them a favourite book or toy to share with the teacher during this short 20-30-minute visit. Parents must provide the school with any paediatric reports regarding specific needs and an Early Years reference request will be sent to the child's current nursery setting if applicable. Parents will be invited to leave the nursery during the visit and join the Head for coffee.

For example:

School readiness assessment:

- summer or autumn term visit 2023 for entry in September 2024
- summer or autumn term visit 2024 for entry in September 2025

OCCASIONAL PLACES

For entry to the school from Year 1 upwards, children will be invited to come to the school for a morning taster session and assessment. We will process applications in date order from when the registration was received.

CRITERIA FOR AN OFFER

The key criteria of the school's admissions policy are:

1. To admit children regardless of sex, race, ethnicity, religion, language, disability or social background.
2. To give priority to siblings of children who are already attending The Chelsea nursery or Cameron Vale School as long as it is the right school for each child.
3. When a pupil joins Cameron Vale School at any other point other than the start of Reception, the school is required to inform the local authority (RBKC) of the transfer.
4. Families must have the right to live and study within the UK and provide the school with the appropriate documentation.

OFFER PROCESS

The Chelsea Nursery

1. Following a successful stay and play session, a provisional offer to join The Chelsea Nursery will be made
2. Baby Room: a firm offer will be made once a starting date and sessions have been agreed, subject to availability
3. Nursery: a firm offer will be made once a child has had two successful stay and play sessions
4. No applicants may not start until all the new pupil documentation has been completed and returned
5. Start dates in the nursery are organised for the first week of the month, apart from December and August
6. Start dates at other times will only be agreed with permissions of the Head and Nursery Manager
7. Extended hours (4-6pm) will only be offered when there is a minimum of two babies in the Baby Room and two in the Nursery
8. Parents have a maximum of two weeks to accept the place.
9. If a child is struggling to settle during the initial sessions, parents will be asked to start with some shorter sessions until the child is more familiar with the nursery.

Cameron Vale School

1. Following a successful school readiness assessment or taster session parent will receive either:
 - a. a firm offer will be made, subject to availability
 - b. a waiting list place
 - c. a rejection letter if we feel the school is unable to meet the needs of the child
2. A child may not start until all the new pupil documentation has been completed and returned.
3. Offers will be made within two weeks of the child's visit.
4. Parents offered unconditional places for their children must confirm in writing their intention to accept the place along with payment of a deposit of a term's fees.
5. Parents have a maximum of two weeks to accept the place.

TRANSITION FROM THE CHELSEA NURSERY TO CAMERON VALE SCHOOL

Children attending The Chelsea Nursery are expected to transition into Cameron Vale School as long as it is the right school for the child.

For any children whose circumstances change and they do not wish to transition in to the Reception class, notice must be given for their place according to the terms and conditions of their offer at The Chelsea Nursery in order not to be liable for fees in lieu of notice.

SIBLING PRIORITY

The Chelsea Nursery and Cameron Vale School aim to support families keep siblings together and priority entry will be offered to younger siblings as long as it is the right school for each child. Older siblings must comply with the assessment process to ensure that they would be able to transition comfortably into the class.

ADDITIONAL NEEDS

The school can cater to meet the needs of children with mild needs according to the inclusion information on our website. We are not a suitable school for children with more specific needs. Please note that any specific reports for your child must be shared with the school at the time of application.

ADMISSIONS PAPERWORK

Carers of children who have been offered places within The Chelsea Nursery and Cameron Vale School must complete and return all the regulatory paperwork before their child may start. Failure to do so may result in the child's place being suspended or cancelled.

STUDENT SPONSORSHIP

For children keen to apply to the school who require student sponsorship, please contact the admissions office directly for further information.