



32. Admissions Policy

Policy Statement:

The EYFS requires providers to maintain records and share information on the safe and efficient management of their provision and ensure the needs of all children are met.

The Sunshine Club provision should be open to all children and families regardless of gender, sexual orientation, family background, special educational needs, disability, religion or ethnicity. We endeavour to ensure that all sections of the community have access to our club through open and fair policies and procedures which are communicated clearly through written records and verbally during any visits.

The Sunshine Club is located at St Vincent's Catholic Primary School; we care for a maximum of 130 children each day, between the ages of 4 to 11 years. Places at the Sunshine Club are allocated in fair and transparent ways through our agreed admissions policy, which all parents / carers can access on our website.

Aims and Objectives:

It is our intention to make our club provision as accessible, fair and transparent as possible for children and families from St Vincent's Catholic Primary School. We aim to be inclusive and to avoid any accidental discrimination taking place.

In order to accomplish this, we will:

- ensure the existence of the club is known to all new parents who have joined / are due to join St Vincent's Catholic Primary School
- organise our waiting list arrangements to be as fair as possible to all requiring a place
- consult with families about the times of the provision to avoid excluding anyone
- monitor the gender and ethnic background of children joining the club to ensure that no accidental discrimination is taking place
- where possible provide translated written materials where the language needs of families require this
- where necessary, provide information in Braille or through sign language
- make our Equality, Diversity and Inclusion policy available and accessible to all parents / carers
- describe the club and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities
- be flexible about attendance patterns (in line with our set session times) to accommodate the needs of individual children, including being able to offer last minute, emergency sessions for parents who may require them



Admissions to the Club:

When considering admissions we are mindful of staff: child ratios and the facilities available at the club.

All application forms are dated with the date they are received in the club. In May, we send out Session Request forms to all parents / carers who have applied for a place at the club with a deadline date of when these must be received back. On Session Request forms parents / carers are asked to write down the exact session times and days they wish to request.

New places are allocated on a strictly 'first come, first served' basis, depending on session requests and availability. We accommodate the needs of current children before offering places to new applicants, regardless of the length of time prospective applicants have been on the waiting list. The Administrator is responsible for allocation of places in the club which is consulted with and approved by the Club Manager.

There is no minimum session requirements the Sunshine Club.

Offers of club places are sent out to all parents / carers in June. In the case that we are unable to offer parents / carers the sessions they require, we always endeavour to offer them an alternative. If no alternative is suitable, parents / carers are welcome to join our waiting list; they will be informed as and when their required sessions become available. If parents accept the offer, they will be asked to inform us in writing by an agreed date.

If parents accept the offer, they will be asked to pay an administration fee of £40 by the stipulated deadline, in order to secure their child's place. The administration fee is non-refundable and will contribute towards our administrative costs.

Upon accepting a place at the club, parents / carers are asked to fill in a Club Registration Form which contains information such as name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, health visitor contact details, allergies, medical conditions and vaccinations etc. A separate Consent Form is also sent out where parents / carers are required to sign a consent for administration of paracetamol / sun cream, trips out of the club, medical treatment, photographs for display / newsletter / Facebook.

Parents will be sent out a copy of our Terms and Conditions for them to read, sign and return back to us. They are required to adhere to those at all times.